



**established 1966**

**Lex Walters Campus  
620 North Emerald Road  
Greenwood, South Carolina 29646  
(864) 941-8324  
TDD (Hearing Impaired) (864) 941-8397  
\*1-800-868-5528  
<http://www.ptc.edu>**

**\*Toll-free for Abbeville, Edgefield, Laurens, McCormick and Newberry County residents. From Saluda or Greenwood County, dial 941-8324.**

## **2002 - 2004 CATALOG VOLUME XXVIII**

**This catalog is effective Fall 2002**

Piedmont Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number (404) 679-4901) to award the associate's degree and holds membership in the American Association of Community and Junior Colleges and in the American Technical Education Association. The Electronic Engineering Technology and Engineering Graphics Technology programs are accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (111 Market Place, Suite 1050, Baltimore, Maryland 71202). The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology; the Respiratory Care program by the Joint Review Committee for Respiratory Therapy Education; the Associate Degree Nursing and Practical Nursing programs are approved by the State Board of Nursing for S.C. and the Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education programs. Also, the Associate Degree Nursing program is accredited by the National League for Nursing Accrediting Commission (61 Broadway - 33rd Floor, New York, New York 10006). Associate in Business, Funeral Services major, is accredited by the American Board of Funeral Service Education. The Associate in Business curriculum is accredited by the Association of Collegiate Business Schools and Programs. Automotive Technology is accredited by the National Automotive Technicians Education Foundation. Copies of accreditation documents are in the Office of the Executive Vice President, Chief Educational Officer.

**Abbeville County Center  
(864) 446-8324**

**McCormick County Center  
(864) 465-3191**

**Edgefield County Center  
(803) 637-5388**

**Newberry County Center  
(803) 276-9000**

**Laurens County Higher Education Center  
(864) 833-1925**

**Saluda County Center  
(864) 445-3144**

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# ACADEMIC CALENDAR 2002 - 2003

## 2002 Fall Semester

### Full Term

Inservice	Aug. 5-8
Administrative Day	Aug. 9
Inservice	Aug. 12
Last Day to Register	Aug. 13
Administrative Day	Aug. 14
Classes Begin	Aug. 15
	Aug. 16
	Aug. 19
End Add Period	Aug. 21
Labor Day	*Sept. 2
Fall Kick-off Carnival	Sept. 17
	Oct. 9
Term Break	Oct. 10 & 11
	Oct. 10
	Oct. 14
	Oct. 16
Thanksgiving Break	*Nov. 27-29
	Dec. 7
End Full Term	Dec. 9
Final Grades Due	Dec. 10
Administrative Day	Dec. 10
Inservice	Dec. 11
Graduation	Dec. 12
Inservice	Dec. 13, 16
Administrative Days	Dec. 17, 18
College Closes	Dec. 18
Christmas Break	*Dec. 19-Jan. 1

### Split Term

Inservice	
Administrative Day	
Inservice	
Last Day to Register	
Administrative Day	
Classes Begin Term A	
Weekend College Begins	
End Add Period Term A	
Labor Day	
Fall Kick-off Carnival	
End Term A	
Term Break	
Registration Term B	
Classes Begin Term B	
End Add Period Term B	
Thanksgiving Break	
Weekend College Ends	
End Term B	
Final Grades Due	
Administrative Day	
Inservice	
Graduation	
Inservice	
Administrative Days	
College Closes	
Christmas Break	

## 2003 Spring Semester

Inservice	Jan. 2-3	Inservice	
Last Day to Register	Jan. 6	Last Day to Register	
Administrative Day	Jan. 7	Administrative Day	
Classes Begin	Jan. 8	Classes Begin Term A	
	Jan. 10	Weekend College Begins	
	Jan. 10	End Add Period Term A	
End Add Period	Jan. 14		
	Mar. 3	End Term A	
Term Break	Mar. 4-5	Term Break	
	Mar. 4	Registration Term B	
	Mar. 6	Classes Begin Term B	
	Mar. 7-8	Weekend College Term Break	
	Mar. 10	End Add Period Term B	
Good Friday	*Apr. 18	Good Friday	
Spring Break	Apr. 14-21	Spring Break	
Spring Activities Day	Apr. 24	Spring Activities Day	
	May 3	Weekend College Ends	
End Full Term	May 6	End Term B	
Final Grades Due	May 7	Final Grades Due	
Administrative Day	May 7	Administrative Day	
Inservice	May 8-9	Inservice	

## 2003 Summer Term

	May 10	Weekend College Begins	
Last Day to Register	May 12	Last Day to Register	
Classes Begin	May 13	Classes Begin Term A	
	May 14	End Add Period Term A	
End Add Period	May 19		
	June 13	Registration Term B	
	June 16	End Term A	
	June 17	Classes Begin Term B	
	June 18	End Add Period Term B	
Independence Day	*July 4	Independence Day	
	July 19	Weekend College Ends	
Full Term Ends	July 22	End Term B	
Final Grades Due	July 23	Final Grades Due	
Administrative Day	July 23	Administrative Day	
Graduation	July 24	Graduation	
Administrative Day	July 25	Administrative Day	
Term Break	July 28-Aug. 1	Term Break	

**\*College Closed**

## OFFICE HOURS

Administrative offices on the Lex Walters Campus-Greenwood are open from 8 a.m. to 5 p.m. Monday through Friday. Student Services and the Business Office are open from 8 a.m. to 7 p.m., Monday through Thursday and 8 a.m. to 4:30 p.m. on Friday.

## NOTE

This catalog should not be considered a contract between Piedmont Technical College and any prospective student. All charges and fees are subject to change as required by varying circumstances. Curriculum offerings may also be altered to meet the needs of individual departments. Courses and programs will not normally be continued when enrollment falls below minimum requirements.

## NON-DISCRIMINATION INFORMATION

Piedmont Technical College maintains a nondiscrimination policy involving equal access to education and employment opportunities, without regard to race, color, religion, sex, disability, veteran's status, age or national origin. The college complies with the provisions of Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972 and the Higher Education Amendments of 1986; Sections 503 and 504 of the Rehabilitation Act of 1973; Executive Order 11246 and 11375; the South Carolina Human Affairs Law of 1975; and the Americans with Disabilities Act of 1990. Inquiries regarding this statement of nondiscrimination may be addressed to Mr. James R. Smith, manager of Human Resources at:

Piedmont Technical College  
Post Office Box 1467  
Greenwood, South Carolina 29648-1467  
(864) 941-8611

Please visit our Web site at: <http://www.ptc.edu>

## PRESIDENT'S MESSAGE



All of us at Piedmont Technical College are pleased that you chose to pursue your educational goals at an institution that has become a model for others across the nation.

The first years of the new millennium have brought a continued legacy of unparalleled accomplishments to the college and to our students, faculty and staff.

Now the fourth largest technical college in South Carolina, Piedmont has enjoyed unprecedented enrollment growth over the past 10 years. Even that growth, however, is eclipsed by the success our students experience when they graduate and enter the world of work or continue their education.

Most recent job placement rates for graduates averaged 97 percent, and many programs recorded 100 percent placement rates. We take great pride in those statistics; they're a true measure of success. In a very real way, those rates validate the mission we embraced when this institution was established.

In 1966, an idea was born that proved to be a building block for the successful futures you can now enjoy. Our mission in that inaugural year was to provide the citizens of Abbeville, Edgefield, Greenwood, Laurens, McCormick, Newberry and Saluda Counties with relevant educational experiences at prices they could afford.

More than 12,000 graduates and almost four decades later, our mission remains the same. Our delivery systems, however, have changed dramatically. A multi-building complex on the Greenwood Campus and local, full-service sites in each of our six other supporting counties bring higher education within reach of all area residents.

Distance learning opportunities at all seven locations, as well as at area high schools and other colleges, make courses available almost anytime – daytime, nighttime, weekends – and almost anyplace. Teleclasses, telecourses and Internet courses increase in number each year, depending entirely upon your needs and those of potential employers.

We congratulate you for taking this first important step toward building a better future for yourself, your families and your communities. We offer small classes, individual attention, teachers who know their business and direct ties to employer needs. It's no surprise that students rate college support services as outstanding!

Please accept my personal best wishes for your success now and in the future.

A handwritten signature in black ink that reads "Lex D. Walters".

Lex D. Walters  
President

# *General Information*





## HISTORY

In 1961 South Carolina launched its unique program of Technical Education. Time and economic progress have proven the value of this exciting step forward. The success of the system of Technical and Comprehensive Education in this state soon became a model for the entire nation.

In 1966 the eighth Technical Education Center, Piedmont, was established to serve Abbeville, Edgefield, Greenwood, Laurens, McCormick, Newberry, Saluda and surrounding counties.

Classes met for the first time at Piedmont on September 6, 1966, with some 300 students enrolled in day and evening classes. Dedication ceremonies were observed on October 23, 1966, with Governor Robert McNair delivering the principal dedicatory address.

Since that time enrollment has increased dramatically. This phenomenal growth in enrollment necessitated the implementation of an ambitious program of physical expansion.

On October 2, 1972, five new buildings representing the first phase of a 30-year master development plan were occupied. These facilities housed classrooms, laboratories, a learning resources center and faculty offices. A general renovation of the main campus center included a student lounge and recreation complex.

On April 10, 1974, the institution's name was changed from Piedmont Technical Education Center to Piedmont Technical College to more accurately reflect our post-secondary educational mission.

During that same year, the effects of the nation's fuel shortage and widespread recession resulted in the enrollment of large numbers of working adults in career upgrading programs at the college. While funding to accommodate additional students was unavailable from traditional resources, Piedmont students took matters into their own hands and provided the manpower to increase classroom/lab space for fellow students by 8,000 square feet.

The 1981-82 year saw six new additions to the Piedmont campus: a health sciences facility, conference center, continuing education complex, student center, multi-purpose building and automotive technology facility. In 1986, a 10,000-square-foot addition to the Conference Center made it one of the finest facilities of its type in the state.

Construction began on a new Engineering Technology Building and on a 10,000-square foot addition to the Continuing Education Building in 1987. The new Engineering Technology building is adjacent to the Industrial Technology Building and houses laboratories furnished with state-of-the-art equipment as well as classrooms. The Continuing Education

addition houses classrooms and offices.

An existing facility on Katway was renovated for the use of Building Construction Technology majors by students, faculty and maintenance staff in 1987. This building provides 6,250 square feet of workshop and laboratory space.

The 1988 year brought approval for capital improvement bonds, which allowed another step toward completion of the college master plan. Developed in 1970 to project facilities needs required by the student population through the year 2000, the plan called for additional space/floors in three existing structures: General Education, Library and Health Science Buildings. Construction on the three projects, which added approximately 40,000 square feet to campus facilities, was completed in the fall of 1991. As part of this same project, a bell tower was constructed on the front campus to commemorate the institution's 25th anniversary, and renovations were made to several classroom buildings.

Another expanded opportunity for area residents served by Piedmont is the availability of college transfer programs, the Associate in Arts and Associate in Science degrees. The two degrees were added to the college curriculum in 1990.

The 1991 academic year also brought added opportunities to Laurens County residents in the form of a new center located in the county seat. Area students may choose from full-credit associate's degree courses, professional upgrade or personal interest offerings.

Further expanding active partnerships with supporting counties, Piedmont celebrated the grand opening of centers in Abbeville, Edgefield and Newberry in 1995. The historic Community House became the college's McCormick County Center in 1997, and early in the next year, the Saluda County Center made the dream of local sites in each of seven counties a reality.

Also initiated in 1995 was a bold and innovative plan to connect that 3,500-square-mile area with educational opportunities available on Piedmont's Greenwood campus, at any of the county centers, at Lander University and area high schools and via SCETV through the Piedmont Educational Network (PEN). Another vital component of this pioneer effort was the establishment of the Ernest F. Hollings International Teleconference Center, which allows business and industry to communicate with colleagues and customers worldwide. The video teleconferencing center is two-way interactive and has full-motion transmission.

In spring 1998, more than 60 student services and administrative offices, formerly located in the John S.

Coleman Administration Building, were moved to the Multi-Purpose Building to await the completion of construction that brought the 1970 master plan full circle. Additions and extensive renovations to the Administration Building added centrally-located, full-service facilities to students and brought total usable space to 66,061 square feet. In the Francis B. Nicholson General Education Building, new classroom and laboratory additions added 16,099 square feet to the total of that facility. Dedication ceremonies for the newly-refurbished facility, which features a showcase for regional artists in the Solutia Gallery, were held September 29, 2000. On October 16, 2001, the Greenwood Campus was officially named for longtime president Dr. Lex D. Walters.

Through a unique partnership of county and state government, together with the generosity of area businesses, industries and individuals, the Laurens County Higher Education Center became a reality in Spring 2002. PTC students attended classes in the new, 40,000 square foot facility for the first time on April 15. Joining Piedmont in the venture to provide Laurens County residents with continually improving opportunities through higher education may be USC-Union and Laurens County School Districts 55 and 56.

1970's master plan projected a total, full-credit enrollment of 3,000 by the year 2000. That goal was surpassed in 1994. In the late 1990's, distance learning opportunities, expanded course offerings at all six county centers and growth in partnerships with area employers resulted in one enrollment record after another. Fall 2002 enrollment exceeded 4,500, and spring enrollment of that year was another all-time high.

## COUNTY CENTERS

Through county centers, Piedmont Technical College brings many educational opportunities closer to residents of our seven supporting counties. The same top quality instruction and services are offered at the centers as on the Lex Walters Campus-Greenwood, as well as a variety of credit and non-credit courses.

Courses are offered on convenient day and evening schedules. Most support services are provided at the centers, including financial aid, placement testing, career counseling and registration. Students also can pay fees and buy books at the centers. Based on enrollment and budget, the college will offer selected associate's degree, diploma and certificate programs in their entirety at county centers. Many other college credit courses are offered each semester, and all can apply toward terminal degrees, diplomas or certificates at Piedmont, or they may apply toward university transfer credits.



The Continuing Education and Lifelong Learning Division also offers a variety of personal interest and professional upgrading courses at the centers.

Piedmont's county centers include:

- Abbeville County Center, Highway 28 Bypass, Abbeville; (864) 446-8324
- Edgefield County Center, 506 Main Street, Edgefield; (803) 637-5388
- Laurens County Higher Education Center, 663 Medical Ridge Road, Clinton; (864) 833-1925
- McCormick County Center, 406 East Augusta Street, McCormick; (864) 465-3191
- Newberry County Center, 540 Wilson Road, Newberry; (803) 276-9000
- Saluda County Center, 702 Batesburg Highway, Saluda; (864) 445-3144

## LOCATION OF GREENWOOD CAMPUS

The beautiful 69-acre Lex Walters Campus-Greenwood is located on Emerald Road on the outskirts of Greenwood, South Carolina. A modern, functionally designed complex of buildings embraces 382,787 gross square feet. These buildings contain classrooms; laboratories for medical, technology and business programs; industrial shops; a media center; a student center; a conference center; library; and faculty and administrative offices. The very latest in instructional equipment is provided, and an atmosphere totally conducive to learning is maintained. Free parking is available.

## INSTITUTIONAL VISION

Piedmont Technical College will strive for quality and excellence by:

- **Cultivating Partnerships**

Within a global community, the college assumes a leadership role in embracing change through planning and using learning-centered practices while providing educational programs and services that address the economic and human development needs of its service region.

- **Teaching and Learning**

The college provides a diverse population with a valuable, enriching and comprehensive educational opportunity rooted in a learner-centered environment that removes barriers and constraints to educational opportunity.

## INSTITUTIONAL MISSION

Piedmont Technical College, a member of the South Carolina Technical and Comprehensive Education system, is a public comprehensive two-year post-secondary institution. Piedmont contributes to the economic growth and development of the largest and most diverse region of the technical college system, Abbeville, Edgefield, Greenwood, Laurens, McCormick, Newberry and Saluda counties and to the state. The college responds to the academic, training and public service needs of the community through excellence in teaching and educational services. Piedmont has an open admissions policy and annually enrolls approximately 4,500 to 5,000 credit students. The college provides quality educational opportunities and accessibility for individuals with diverse backgrounds and ability levels to acquire the knowledge and skills for employment or maintenance of employment in engineering technology, industrial technology, business, health or public service or for transfer to senior colleges and universities. In addition to teaching technical skills, Piedmont provides graduates competencies in written and oral communication, information processing, mathematics, problem-solving, interpersonal skills and lifelong learning opportunities for residents within the service region.

The college offers the following programs utilizing state-of-the-art technologies: associate's degrees in vocational, technical and occupational areas and university transfer; vocational, technical and occupational diplomas and certificates; developmental education programs and courses preparing individuals to take the General Education Development Test; custom-designed Continuing Education training

programs for business and industry and facilities for the Special Schools program to train potential employees for new and expanding manufacturing companies; and Student Development programs that provide academic, career and individual support.

Piedmont Technical College pursues its mission based on the fundamental values and beliefs that: *Learning* is a diverse and fundamental need for all residents of the seven-county area. *Excellence* is a process inherent to the college within instruction, support services, administration and resource allocation. *Accessibility and Affordability* to higher education by all who have a desire to learn is crucial for continuous growth and improvement by communities and individuals. *Quality and Innovation* are fundamental to the continuous improvement of instruction, learning opportunities, support services and management practices. *Community* partnerships with other educational entities, industries and businesses are crucial for quality of life and economic development.

## GOALS

1. Prepare a highly trained and competent work force.
2. Demonstrate accountability for achieving the college mission.
3. Provide relevant, quality programs and services.
4. Expand access to educational opportunity and training through the use of technology.
5. Acquire the financial resources necessary to achieve the college mission.

## EDUCATIONAL VISION

Piedmont Technical College places learning first by engaging and empowering each learner to achieve learning outcomes within an innovative learning-enriched environment.

## EDUCATIONAL MISSION

Worthy institutions of higher education have educational missions that characterize excellence in their academic programs. At Piedmont Technical College, our mission is to provide the educational and instructional experiences necessary for students to attain general and technical competencies in their respective curricula. These competencies are reflected in the skills necessary for a student to enter the workplace, to participate in continuous lifelong learning and to adapt to a changing world.

The achievement of these educational competencies is a collaborative effort among the college, the students and the workplace. The competencies serve as the linkage in this effort by providing structure for the college's curricula and instructional processes, an



academic “roadmap” for active student participation in educational experiences and the criteria for assessing the quality of the educational preparation received by the college’s graduates.

The “General Competencies” for graduates of all college curricula are to:

1. Communicate effectively through reading, writing, speaking and listening.
2. Apply those mathematical skills appropriate to the occupations.
3. Employ effective processes for resolving problems and making decisions.
4. Apply knowledge of computers on a level compatible with job demands.
5. Deal effectively and appropriately with others.
6. Exhibit professionalism through observance of a code of ethics, a sense of responsibility, good habits and a positive attitude.
7. Demonstrate ability to function as an independent lifelong learner in appropriate career situations.
8. Apply in the workplace the specific technical skills and knowledge learned within their particular courses of study.

## VISITORS

Visitors are always welcome. Students are encouraged to invite parents and friends to visit the college.

Visitors and guests must check with the receptionist (located in the Administration Building on the Lex Walters Campus-Greenwood) or at any county center when they arrive. Students should obtain approval from the instructor before taking visitors to a class.

If a campus tour is requested, please make an appointment with the Admissions Office by calling (864) 941-8369 or 1-800-868-5528.

## COLLEGE CODE OF CONDUCT

It is a common goal of the faculty, staff, students and administration of Piedmont Technical College to foster a campus environment that is conducive to teaching, learning and personal development. All students and employees of PTC are expected to exhibit both in the classroom and throughout the campus the values, attitudes and behaviors that nurture character and ethical behavior. These core values are respect, responsibility, honesty and self-discipline.

**Respect:** Showing regard, consideration and courtesy of the rights and feelings of students and employees and conducting oneself in a mature, dignified manner.

**Responsibility:** Distinguishing between right and wrong and being held accountable for one’s actions.

**Honesty:** Being truthful, respecting others’ property and demonstrating integrity.

**Self-Discipline:** Controlling one’s actions and attitudes so as not to inflict emotional and physical harm on others.

## DISTANCE LEARNING PROGRAMS

The college provides a variety of courses each term via distance learning. Several formats of distance learning are currently available.

The Piedmont Educational Network (PEN) provides students with fully interactive education on the Lex Walters Campus-Greenwood, at all county centers and area high schools. Students enrolling in PEN classes at the county centers may participate in 30 or more interactive classes originating on the Lex Walters Campus-Greenwood or one of the county centers. Students in PEN courses can see and hear all other centers and be seen and heard by all connected centers at all times during the class period. The latest in distance technologies is available through the PEN system for high-quality video and audio transmission. Students participate in class sessions as if they were in the same room with the other students and the instructor. These courses are indicated on class schedules as (P) “PEN two-way interactive teleclass.”

The satellite-based SCETV system is the second distance learning delivery system available to Piedmont students. More than 30 titles per term are delivered via satellite to the six county centers, area high schools and regional businesses. Satellite programs are one-way video and audio with telephone talk-back for students at remote sites. Unlike the PEN, instructors on SCETV can deliver only programs from the television studio on the Lex Walters Campus-Greenwood. The college has enhanced the SCETV system with Web cams at the distance sites, allowing faculty to see their students. These courses are indicated on class schedules as (D) “ETV Teleclass.”

TeleWeb courses are also available for students who wish to take college courses in the privacy of their own homes. Students enrolled in teleWeb courses work directly with Piedmont faculty and view tapes to gain course content information. They also have Internet support. Students taking teleWeb courses should be highly-motivated, goal-oriented, self-disciplined individuals preferring the convenience of self-paced courses. The college offers more than a dozen course titles each term in this format. These courses are designated each term on class schedules with section number (V) “TeleWeb Course.”

The college also offers many Internet courses each term for students preferring that mode of study. The college Web pages are updated each term to allow students at a distance to enroll, register for classes and purchase textbooks via the Web. These courses

are indicated on class schedules as (I) Internet (WEB) courses. Classes are offered on the same schedule as traditional courses, but students may continue to enroll during the first half of the term and have extended time to complete the Internet courses, if needed. Piedmont Technical College is a participating partner in the Southern Regional Education Board's Southern Regional Electronic College (SREC) and the S.C. Tech Online Consortium. All distance learning courses adhere to the SREC "Principles of Good Practice." An Associate in Arts at a Distance (AADL) degree program is available by combining Internet, satellite and telecourse offerings. Online faculty advising, a student orientation program and other student support services are available via the Web for students unable to come to the campus. The distance learning URL is <http://www.ptc.edu/dl>.

## ASSOCIATE'S DEGREES AT A DISTANCE

The Associate in Arts Degree Program at a Distance is designed for students who plan to transfer to four-year institutions and for those who wish to broaden general knowledge. The degree stresses literature, humanities and social sciences. Its design is flexible enough to allow students to construct programs that parallel the first two years of most four-year institutions in the following curricula: the arts, business, education and the technologies. Students enrolling in Piedmont's distance learning degree can reasonably expect to complete a two-year program within three years while attending on part-time schedules. Courses are available online via the Internet. Some are available as videotaped telecourses with Internet support. For details, see the Web site at: <http://www.ptc.edu/dl> or contact Dr. Dan Koenig, associate vice president for Instructional Support and Technology, by calling (864) 941-8446 or e-mail at [koenig.d@ptc.edu](mailto:koenig.d@ptc.edu).

The Associate in Industrial Technology, Major in Industrial Electronics Technology at a Distance is designed to prepare graduates for employment in the manufacture, merchandising, testing, installation, maintenance, modification or repair of electrical and electronic equipment and systems. Course work and many of the laboratory exercises are available via the Internet. Students working in the field may arrange for the required hands-on laboratory exercises to be monitored by qualified technicians at their workplace while students new to the field may need to complete these modules on site at the college or at a technical college near their home location. Please contact Kevin Boiter, department head, at (864) 941-8467 or e-mail

[boiter.k@ptc.edu](mailto:boiter.k@ptc.edu).

The Electrical Maintenance Technician Certificate is also available via the Internet. This program requires three years of maintenance experience for enrollment and provides a pathway toward the Associate in Industrial Technology degree described above.

## ONLINE STUDENT ADMINISTRATIVE SERVICES

The college offers many services to students online in the area of Admissions, Student Records, Financial Aid, Business Office and the Campus Shop. Students can access these services via the Piedmont Technical College Web site, [www.ptc.edu](http://www.ptc.edu), from any student workstation on campus, at a county center or from homes.

Current services include applying for admission, requesting information, obtaining a transcript or grade report, viewing the course schedule and section availability, registering for classes, applying for financial aid, purchasing books and paying of fees. *Note: A PIN (Personal Identification Number) may be necessary to access certain secured information.*

## HEALTH AND MEDICAL SERVICES

The college maintains a number of first aid stations for the treatment of minor injuries. These are located in:

- Public Safety Office - Building F
- Physical Plant Department - Building M
- Each Industrial Laboratory - Buildings A, E, M and R
- Media Center - Building G
- Room 200, Building S
- Vending in Buildings V, W and B
- Building C - lower level kitchen and administrator's office

First aid assistance for minor injuries can be obtained from the faculty/staff member present or by calling the Public Safety Office at extension 8000. For emergency cases that cannot await referral to the student's family physician, please call the Public Safety Office at extension 8000, the central college switchboard at extension 0, the evening director at extension 8674 or page 388-3497 and leave your telephone number. Depending on the circumstances, EMS may be called, or, if appropriate, the student may be transported to the emergency room of the nearest hospital for treatment. Physician and hospital charges will be the responsibility of the student, although in the case of injuries resulting from school-sponsored activities, college insurance may pay a portion of these costs. Students or faculty who are injured should report to the Human Resources and Public Safety Offices as

soon as possible after the accident to complete insurance claim forms and accident reports. Staff should report to their supervisors before going to the Human Resources and Public Safety Offices.

## PHYSICAL PLANT DIVISION

Any students needing assistance with physical plant facilities are encouraged to call the college maintenance staff, extensions 8332, 8333 or 8335. This office has the responsibility for assuring comfort and safety in all areas of the college. After 5 p.m., contact the evening director at extension 8674 or campus public safety at extension 8000.

## BUSINESS OFFICE

Tuition and fees are paid at the Business Office, located in the A Building. This office also distributes refund checks, financial aid checks and all other payments as authorized. Please visit or call the Business Office (941-8322) during office hours for assistance and information regarding financial matters or visit our Web site at <http://www.ptc.edu>.



## CAMPUS SHOP

For your convenience, the college maintains a Campus Shop. Any students needing assistance are encouraged to call the Campus Shop staff by dialing 941-8683. Books, academic supplies, clothing, nursing uniforms, graduation invitations, rings and miscellaneous supplies may be purchased. To assist you in making your textbook and course material purchases, you may go online to the Campus Shop Web page. For each course, a list of books and/or course materials needed and cost of each will be provided. Ordering textbooks and course materials may be completed online, and the materials will be sent to you. If you have questions, feel free to e-mail them to the Campus Shop at [campusshop@ptc.edu](mailto:campusshop@ptc.edu). You may elect to sell some of your used textbooks during the last four exam days each term. Dates and hours of the buy-back will be posted. Please contact the Campus Shop for buy-back policy. We maintain an excellent selection of used books at reduced rates. Full textbook refunds will be given if returned within 10 days from date of purchase and the books are in a new, unmarked condition. Your cash register receipt will be required. For your convenience, we accept Mastercard, Visa and Discover for Campus Shop purchases.

## STUDENT INSURANCE

The college provides a minimum level of insurance for students enrolled in programs of study; however, we recommend that students also obtain their own personal insurance coverage. For questions concerning insurance coverage or to receive a brochure, please contact our Student Insurance Coordinator at 941-8611.





## **PUBLIC SAFETY OFFICE**

The Public Safety Office ensures that the proper atmosphere for maximum learning is provided through protection of student rights, property and individual freedoms while enforcing institutional policy in the areas of traffic control and crime prevention.

The office also provides emergency medical aid, emergency transportation to medical facilities, parking control and security.

College facilities are open from 7:30 a.m. until 11 p.m. Monday through Friday and on Saturday and Sunday on an as-necessary basis, which differs each semester. Special provisions are made by Public Safety to assist each instructor in meeting the needs of their students by making lab areas available upon the instructor's request. Access after normal hours is limited to pre-approved visits only, by notifying the Public Safety personnel on duty by calling 941-8000. Faculty and students are discouraged from being on campus when it is closed. College policy emphasizes that keys be issued on a need-to-have only basis. All keys are contained in a secure key control cabinet. (PTC ID 4-2).

The college Public Safety Office is staffed with four full-time public safety officers, commissioned as state constables. Additional officers with similar law enforcement authority provide support to this office. Other officers are employed on a part-time basis to provide public safety and security coverage 24 hours a day, seven days a week. The Greenwood County Sheriff's Office is utilized for warrant processing, transporting and housing of any criminal offenders.

Faculty, staff and students are encouraged to report all suspicions of, or actual occurrences of, criminal activity and other emergencies. These are to be reported to the Public Safety Office located in 109-F Building or by telephone at 941-8000 and 941-8559. The public may call the Crime Prevention Hotline at 941-8563 to report criminal, safety or related information 24 hours a day. Voice mail is available on this telephone line, and the information will be considered confidential and will be utilized as facts can be established. If for any reason the Public Safety officer on duty cannot be contacted by use of 941-8000, please call the main switchboard at 941-8324, or the evening director at 941-8674 (pager 388-3489) during evening operation of the college. Faculty, staff and students may, at their discretion, report criminal activity to the Greenwood County Sheriff's Office.

It is the policy of Piedmont Technical College that the sale, consumption or possession of alcoholic beverages or illegal drugs is prohibited, except that the president may authorize consumption of alcoholic beverages by adult groups utilizing the Conference Center and community organizations or groups

sponsored by the Piedmont Technical College Foundation using the Multi-Purpose Building. This authorization is subject to the provisions of Institutional Directive 6-5. The Public Safety Department is charged with exercising appropriate enforcement authority when either college policy, county ordinances or state laws are violated. Federal violations will be investigated by the proper federal authority. (PTC ID 6-5)

Excessive noise can result in a citation when the noise generated causes a complaint by the occupants of the campus and/or is found to be of a disruptive type or volume by the officer issuing the citation. The said noise would be of such nature as to be disruptive to the campus environment.

**South Carolina Statutes:** "It is unlawful for a person to carry onto any premises or property owned, operated or controlled by a private or public school, college, university, technical college, other post-secondary institution or any public building a firearm of any kind (guards, law enforcement, military excluded.) It is unlawful for any person (law enforcement and authorized officials excluded) to carry on his person, while on any school or college property, a knife, with a blade over two inches long, a blackjack, a metal pipe or pole, firearms or any other type of weapon, device or object which may be used to inflict bodily injury or death."

### **General Information on Motor Vehicles**

The operation of motor vehicles on Piedmont Technical College property is a privilege granted by the governing board of the college. This right is extended to all faculty, staff, students and visitors who have business at the college. Those persons who qualify for and desire this privilege are expected to adhere to the laws of South Carolina governing the operation of motor vehicles and the motor vehicle regulations of Piedmont Technical College. Failure to comply will result in a penalty appropriate to the offense.

### **Vehicle Registration and Details**

Motor vehicles operated on the Lex Walters Campus-Greenwood and county centers must be registered with the Public Safety Office. Registration stickers are available from the Business Office or at county centers at no cost to the student.

During registration week, maps designating authorized parking areas will be distributed to all students. Parking tickets will be issued for all parking violations, including parking in unauthorized areas. Fines will be paid at the Business Office. Disputed citations may be appealed to the Traffic Citation Appeals Committee. Appeal forms can be obtained from the Public Safety Office. The committee will meet once a month or as required by volume of appeals.



## Parking and Traffic Violations

Citations will be issued for the following violations of college traffic and parking regulations. Directive and ticket books per approval of the president:

- |                                  |                      |
|----------------------------------|----------------------|
| a. No Parking Permit             | \$15                 |
| b. Parking in "Yellow Zone"      | \$10                 |
| c. Parking in "No Parking Space" | \$10                 |
| d. Parking in Faculty Area       | \$10                 |
| e. Parking in Visitor's Space    | \$15                 |
| f. Blocking Other Cars           | \$25 and/or Tow Away |
| g. Speeding on Campus            | \$15                 |
| h. Reckless Driving on Campus    | \$25                 |
| i. Parking on Landscape          | \$25 and/or Tow Away |
| j. One-Way Traffic               | \$10                 |
| k. Improper Parking              | \$10                 |
| l. Handicap Area Violation       | \$50                 |
| m. Other                         | \$11                 |

NOTE: Under the code of "other" will be citations in the following amounts for:

- |  |      |
|--|------|
| Noise Violations                       | \$20 |
| Litter Violations                      | \$10 |
| Emergency Communication Violations     | \$20 |
| Disruptive Behavior (Profane Language) | \$20 |
| Graffiti on Campus Property            | \$20 |

## Student Right To Know

Under Title II of Public Law 101-542, the college is required to provide information regarding campus public safety policies and report on the number of on-campus criminal offenses during the most recent calendar year and during the two preceding calendar years. Reportable criminal offenses are:

Reported Jan. 1, 1997  
through Dec. 31, 2000

### Criminal Offense

Murder	None
Rape	None
Robbery	None
Aggravated Assault	None
*Burglary	3
Motor Vehicle Theft	None

Additional statistics concerning the number of arrests for the following crimes are:

<u>Crime</u>	<u>Number of Arrests</u> <u>Jan. 1, 1997 - Dec. 31, 2000</u>
Liquor Law Violations	None
Drug Abuse Violations	None
Weapons Possession	None

*\*Burglary implies breaking in/forcible entry. Three cases of burglary occurred at the Laurens County Center. They were non-student related and occurred after school hours.*

Traditionally, Piedmont Technical College provides students and visitors with a safe, secure environment. A crime-free environment requires the awareness and vigilance of faculty, staff, students and visitors.

Periodically, the Public Safety Office schedules safety/awareness meetings to report on-campus security procedures and practices and to encourage students and employees to take responsibility for their own security and the security of others. Handouts reflecting security practices and reports of crime statistics are available.

## ID Checks

College policy requires that persons on campus be enrolled as students, employed by the institution or have other legitimate business on the premises. To ensure enforcement of this policy, public safety staff members are empowered by the administration to make periodic identity checks.



# *Admissions Information*



# ADMISSIONS REQUIREMENTS

## Admissions Policy

Piedmont Technical College is essentially an “open door” institution serving the educational needs of all who apply for admission. This does not mean, however, that there are no entrance requirements. Certain programs of study make various prerequisites a necessity.

Still, these requirements are enforced not to keep students out, but to help ensure success in their chosen fields. Even though applicants for admission may not meet the requirements for entering a particular program, Piedmont has the ability, through transitional studies, to help them attain their goals.

## General Admissions Requirements

All applicants for admission to associate’s degree, diploma and certificate programs must meet the following requirements:

1. Be at least 18 years of age or
2. Possess a high school diploma, GED or acceptable scores on the college’s placement test or on the SAT or ACT.
3. Demonstrate the ability to benefit from formal education.
4. For placement into college-level course work, students are required to complete the college placement tests that assess their skill in reading, English and mathematics. In lieu of completing these placement tests, students may present acceptable scores on the SAT or ACT, or present evidence of completion of college-level math and/or English courses.
5. At the time of initial registration, submit a one-time, non-refundable \$25 enrollment fee.

## Specific Admissions Requirements for Associate’s Degree, Diploma, Certificate and Articulated Health Science Programs

Except for the General Health Science certificate, the admission requirements listed are necessary to satisfy program accreditation standards of all other health science programs of Piedmont Technical College. These requirements are also intended to improve each student’s ability to successfully complete the health science program of his or her choice.

1. All applicants to a Health Science program of the college must possess either a high school diploma or a GED at the time they are admitted to the program.
2. All applicants to a Health Science program of the college must have completed one unit each of either College Preparatory or Advanced Placement

biology with a grade of “C” or higher within the last 10 years. Tech Prep biology taken since 1996 with a grade of “C” or higher is also acceptable. Applicants who do not meet this requirement will be required to complete BIO 100 (Introductory Biology) with a grade of “C” or higher prior to enrolling in college-level biology.

3. All applicants to a Health Science program of the college must achieve the appropriate score or higher on either the ASSET or the COMPASS placement test in elementary Algebra. Applicants who do not meet this requirement will be required to complete MAT 100 (Beginning Algebra) with a grade of “C” or higher prior to enrolling in the program.
4. All applicants to the Physical Therapy Assistant, Health Information Management, Occupational Therapy Assistant and Dental Hygiene articulated programs must also have completed one unit of college preparatory chemistry with a grade of “C” or higher within the past 10 years. College, Tech Prep or high school chemistry taken since 1996 with a grade of “C” or higher is also acceptable. Applicants who do not meet this requirement will be required to complete CHM 100 (Introductory Chemistry) with a grade of “C” or higher prior to enrolling in the program.
5. All Health Science applicants must be at least age 18 or become 18 prior to registering for the first clinical course required in their programs of study.
6. All Health Science applicants must submit required health care forms 30 days prior to enrolling in the program validating that there are no known physical and/or mental conditions that would prohibit admission to the clinical environment.
7. Applicants to any Health Science program who have violated any drug laws or who have been convicted of a crime, other than a traffic ticket, may be ineligible to apply for the appropriate licensure/registration examination upon completion of the educational program. Any applicant with this history should seek advice from the appropriate program faculty prior to entry in the program.
8. Admissions to a Health Science program will be limited to two attempts per program.

## Specific Admissions Requirements for Associate’s Degree Program in Funeral Services

All Funeral Services applicants should possess one high school unit of either College Preparatory, Advanced Placement or Tech Prep biology with a grade of “C” or higher within the last 10 years. Applicants who do not meet this requirement will be required to complete BIO 100 - (Introductory Biology) prior to enrolling in college-level biology courses required to



graduate from the associate's degree program in Funeral Services. This course is intended to prepare students who have not completed a high school biology course with the basic knowledge of biology necessary to successfully complete the college-level biology course requirements of the program.

## **ADMISSIONS PROCEDURES**

**Applicants for admission to Associate's Degree, Diploma or Certificate programs (other than Health Science) should take the following steps:**

1. Submit an application for admission to Piedmont's Greenwood campus, to a county center or online via Piedmont's Web page at <http://www.ptc.edu>.
2. Submit a copy of high school transcript, GED and/or, if applicable, college transcript(s).
3. Complete the college placement test. Please contact the Admissions Office or any county center to schedule an appointment. Exceptions to this procedure are:
  - a. Some non-degree and non-diploma seeking applicants.
  - b. College transfer applicants who have completed college level English composition or higher and college level algebra or higher with a grade of "C" or higher. Portions of the test may be waived according to courses taken.
  - c. Applicants who hold an associate's or bachelor's degree or higher.
  - d. Applicants who have completed the college placement test at an earlier time.
  - e. Applicants who have earned a composite SAT score of at least 920 with a minimum of 480 verbal and 440 math.
  - f. Some applicants for Career Development status (non-degree seekers who take individual courses for personal or career enrichment).
  - g. Applicants for transient status (students at other colleges who have approval from the home institution to take a course at Piedmont Technical College for credit toward degrees at the home institution).
4. Meet with an enrollment advisor to discuss academic goals, major, course selection and financial aid.
5. View the online orientation program in Web site: [www.ptc.edu](http://www.ptc.edu).
6. Obtain your PIN (Personal Identification Number) for access to Campus Pipeline (see page 50).

### **Applicants for admission to Health Science Programs (Associate's Degree, Diploma and Articulated Programs)**

1. Submit an application for admission to Piedmont's Greenwood campus to a county center or online via Piedmont's Web page at [www.ptc.edu](http://www.ptc.edu).
2. Submit a copy of high school transcript or GED and, if applicable, college transcript(s).
3. Complete the college placement test (see previous section for exceptions).
4. Meet prerequisite course requirements for specific health programs outlined in the "Specific Admissions Requirements" section of this catalog.
5. Meet with an enrollment advisor to discuss academic goals, major, course selection and financial aid.
6. View the online orientation program in Web site: [www.ptc.edu](http://www.ptc.edu).
7. Obtain your PIN (Personal Identification Number) for access to Campus Pipeline (see page 50).
8. Obtain a physical examination.
9. Submit a \$100 deposit to hold the place in the program once the student is officially accepted. The deposit is non-refundable but is applied to the tuition for the first semester in the program. Deposits must be received by the specified date to avoid forfeiture of position in the program.

### **Applicants for Re-Admission to the College**

A student who has not attended Piedmont as a credit student for one calendar year and who wishes to re-enroll must complete an application form prior to re-entry. Applicants for re-admission are subject to established testing and placement guidelines. Re-admitted students who have not attended for more than a year must meet graduation requirements as designated in the catalog under which they are re-admitted.

## **ENROLLMENT CENTER**

June 2002 marks the opening of the new Enrollment Center at the Lex Walters Campus-Greenwood. Upon entering the Enrollment Center new students will be able to complete their application for admission, take the placement test if required, discuss career goals and academic plans with an enrollment advisor, select courses for the first semester, register, obtain a PIN (Personal Identification Number), learn how to use Campus Pipeline, participate in an interactive online orientation and apply for financial aid. All of these steps can be accomplished in one day and at one location, if the student so chooses. Or this process can be spread out over a period of weeks, depending on the needs of each student.



The Enrollment Center is open Monday through Thursday, 8 a.m. - 7 p.m. and Fridays, 8 a.m. to 4:30 p.m. The phone number is (864) 941-8369 or toll free 1-800-868-5528.

## **ADMISSIONS FOR SPECIAL STUDENTS**

### **Applicants for the High School Equivalency Program (GED)**

1. Complete the GED screening test. Call the Continuing Education office or any county center for information on date and time the test is given.
2. Meet with an adult education counselor for interpretation of test results and course information.

### **Applications from International Students**

The following items must be received before an application from an international student can be approved:

1. Completed application for admission.
2. Certified translation of high school and/or college record.
3. TOEFL (Test of English as a Foreign Language) examination scores of 500 or higher.
4. SAT or ACT scores.
5. A detailed statement of financial resources including a statement from a recognized financial institution or appropriate governmental agency indicating that the student has sufficient funds to finance his or her education, living expenses and return home.
6. Escrow Deposit: Check or money order.

### **Escrow Account for F-I International Students**

Before an F-I student is accepted, he or she is required to deposit a sum equal to the combined tuition and fees for one year with the college's Business Office. An I-20 form cannot be issued until this amount has been submitted to the college. At the time of registration, tuition and fees will be charged against this escrow account. After the completion of one year of study, any remaining funds in this account will be refunded to the student.

### **Non-Degree Students**

Any person who does not wish to enroll in a specific program to seek a degree, diploma or certificate may enroll as a Career Development student. The college's placement test will not be required except when a student enrolls in English or mathematics courses. Course selections will be limited to those for which the student has met any prerequisite course requirements and/or prerequisite skill requirements as determined by the appropriate department head. Up to 18 hours

of credit may be accumulated as a career development student. Should a student later decide to enter a specific program, the assessment process may then be required, as well as all other admissions requirements and procedures of the program selected.

### **Enrollment of Senior Citizens**

Legal residents of South Carolina who have attained the age of 60 may attend classes for credit or non-credit purposes on a space-available basis without the required payment of tuition; however, such persons must meet admissions and other standards deemed appropriate by the college. Also, they must not receive compensation as full-time employees.

### **Early Admissions/Dual Enrollment Program for High School Students**

The Early Admissions Program is a program of fully accredited college work. Admission may be granted to students who demonstrate scholastic ability indicating that they can successfully undertake college work earlier than most students. Since this program requires the students to perform at their academic best, they should consult their high school counselors before applying.

To be eligible to participate in the Early Admissions Program, the applicant must have completed the tenth grade and be enrolled in the junior or senior class in high school.

Early Admissions students may enroll for Dual Credit. Dual Credit students may take courses that allow them to earn credit at Piedmont Technical College and their high schools simultaneously. In addition to following the admissions procedures posted in this catalog and meeting Early Admissions entrance requirements, Dual Credit students must have approval from their high schools for the specific course selections intended to be counted for high school credit. All students seeking Early Admission or Dual Credit must submit Early Admissions/Dual Enrollment forms with the appropriate signatures.

Early Admissions applicants must follow standard Admissions Procedures, which may include taking the placement test. Students must meet minimum required placement test scores for any math or English course selected. The test may be waived with satisfactory Scholastic Aptitude Test (SAT) scores.

Students enrolled in the Early Admissions Program are limited to six credit hours per term. Exceptions may be considered on a case-by-case basis.

Dual enrollment tuition varies, and students should contact high school liaisons for information. All students will be subject to the rules and regulations of the college. Provisional credit will be granted for work completed satisfactorily. Credit applicable toward a

degree will be granted after high school graduation. Upon acceptance by another institution of higher education, the credits earned by an early admissions student may be transferred at the discretion of the admitting institution.

Participating high schools offer dual enrollment programs on site, either through a traditional class format or distance learning, both for general education courses and for 2+2 Tech Prep technical careers. Students who participate in these programs will follow the high schools' guidelines for enrollment. General education courses which are listed in the statewide articulation agreement (see page 39) are transferable to all public four-year senior colleges and universities in the state. Course fees are based on the contract with the high school and are dependent upon the method of course delivery.

## **REGISTRATION**

### **New Students/Transfer**

Students enrolling in Piedmont for the first time will go through the admissions, assessment, advisement and registration process at the Enrollment Center (Room 149A) if attending the Lex Walters Campus-Greenwood, or this process can be completed at any county center. Advisement is an important part of the registration process for new students, as this is when career goals and outside time commitments are discussed.

### **Current Students**

Students currently attending the college will schedule an appointment with their assigned academic advisor each term, to discuss career goals and courses for the following term. Once students have completed 24 credits in their major, they can register online through Campus Pipeline. Students are encouraged to meet with their advisors prior to online registration.

### **Re-admit Students**

Students who have been away from the college for more than one year must complete a new application, either online, at the Enrollment Center on Lex Walters Campus-Greenwood, or at any county center. Once biographical data has been verified, re-admit students will meet with academic advisors to register for the following term.

### **Orientation**

All new students are encouraged to participate in an Orientation to College, which can be viewed on the college's Web site. This gives students important information on the services and programs available to help them succeed. Opportunities to become familiar with the campus, faculty and fellow students will be offered throughout the year. Students are also encouraged to enroll in COL 103 "College Skills," a freshman orientation course designed for students who have either been out of school for some time or would like a review of college success skills.

### **Advisement**

Piedmont Technical College recognizes academic advisement as a process that helps students clarify life and career goals and develop educational plans to realize these goals. Its basic purpose is to aid students in becoming effective partners in their lifelong learning and personal development. It is a process based on a close advisor/student relationship.

Students enrolling at the Lex Walters Campus-Greenwood begin the advisement process when they meet with enrollment advisors to register for classes for their first term at the college. After that, they meet with assigned academic advisors who guide them to graduation or until they reach stated educational goals. Students enrolling at the county centers have access to advisors at the center where they are enrolled.



# *Financial Information*



## EXPENSES

Because Piedmont receives financial support from county, state and federal sources, students pay only a small portion of the total cost of their education. Instructional fees are based on the extent of financial support provided by the state and the county in which the student resides. Fees for a semester can increase if state and county appropriations are reduced. The following fee schedule should be used as a guideline only for the 2002/2003 academic year.

### TUITION

	Per Credit Hour	Maximum Charge Per Term
Tuition may be increased to a maximum of \$1,000 per term for students from fully-supporting counties listed below:		
Abbeville, Edgefield, Greenwood, Laurens, McCormick, Newberry and Saluda.*	\$83	\$996
Other South Carolina Counties.....	\$102	\$1,224
Out-of-State.....	\$152	\$1,824
Out-of-Country.....	\$152	\$1,824

\*For students from these counties that do not contribute full support, tuition will be \$95 per credit hour or \$1,140 per term.

**As a new student, you will receive a fee schedule and orientation/registration information. Returning students will be notified of tuition changes via Campus Pipeline, Campus Connection, TV monitors, the college's Web site at [www.ptc.edu](http://www.ptc.edu) and postings on bulletin boards at each of the college's locations.**

### SPECIAL FEES

Enrollment Fee: Non-refundable.....	\$25
Technology Fee: Non-refundable...\$4 - Max. Fee \$50	
Graduation Fee:.....	\$25
Late Fee: Non-refundable.....	\$25
Audit Courses.....	\$45 Per Credit Hr.
Credit By Examination.....	\$55
Additional special fees will be charged for health science and human services programs. Special fees may be charged to cover instructional expenses for various courses. Please contact the Business Office for more information.	

## PAYMENT OF FEES

Full payment of fees is expected before the term begins. For your convenience, the college accepts cash, personal checks, Mastercard, Visa and Discover for payment of tuition and fees. A late fee of \$25 will be charged to all students who pay once the term begins. Registration on accounts not paid in full by the payment deadline will be deleted. Future registrations will be blocked, and all grades will be held for any debt to the college. If a student fails to meet financial obligations to the college and the account is turned over to a collection agency or the S.C. Tax Commission, the student will be responsible for paying all collection fees involved.

### RETURNED CHECKS

There will be a \$25 service charge on all returned checks of \$100 or less received by the college. Returned checks of more than \$100 will have a \$30 service charge assessed. Registration will be cancelled for any returned checks. The college will allow no more than two returned checks per student. After two returned checks, the college will accept only cash or Visa/Mastercard or Discover Card. **Maximum penalty by state statute will be imposed at all times.**

### REFUNDS

Students or appropriate parties may receive a refund of tuition upon withdrawal or reduction of course loads for the portion of the reduction that is below 12 credit hours. **To receive a refund, students must submit a Change of Class Schedule form.** The date the form is turned into college personnel is the date on which the refund is based. Students are considered to be enrolled unless the student submits the Change of Class Schedule noting which classes are being dropped. Refunds will be made as follows:

7th calendar day of the term	100%
14th calendar day of the term	60%
21st calendar day of the term	40%

Mini-session refunding is prorated. Special refunding may apply to TeleWeb courses. Please see the Business Office for refund schedules. Refunds for official withdrawals will be processed as they occur and mailed on Thursday of the following week.

Change of Class Schedule forms can be picked up from the Student Records Office or your advisor's office on the Lex Walters Campus-Greenwood or from the



county centers. The form does not require instructor signature.

This refund policy will apply to all students. Students receiving financial assistance should consult the Financial Aid Office before withdrawing to determine the impact of withdrawals on receiving assistance in future terms.

If you have any questions concerning this policy, please contact the Business Office at (864) 941-8322 or (864) 941-8321.

### **Veteran's Refunds**

When a veteran officially withdraws from the college, he/she will be notified of entitlement to a refund and will receive assistance in securing it. Refunds to veterans who were enrolled in associate's degree programs will be issued according to the schedule shown on the previous page. Veterans who were enrolled in diploma programs will receive refunds prorated through the end of a given term. Refunds to veterans in non-degree programs will be granted in accordance with the stipulations of Veterans Administration Regulation 14254. This refund also applies if the veteran leaves the college without the formal withdrawal procedure.

## **RESIDENCY REQUIREMENTS**

Regulations regarding the establishment of legal residency in South Carolina for tuition and fee purposes at Piedmont Technical College are governed by the South Carolina Code of Laws, Sections 59-112 to 59-112-100.

Following are the student residency classifications for tuition and fees at Piedmont Technical College:

In County (in Seven-county service area)

Out of County (Outside of seven-county service area)

Out of State

International

A resident student for tuition and fee purposes is an independent person who has abandoned all prior domiciles and has been living in South Carolina continuously for at least 12 months immediately preceding the first day of classes of the term for which residency classification is being sought. This 12-month residency period does not start until the independent person begins to take steps to establish a permanent home in the state. For dependent students and their families, the domicile of the provider (spouse, parent, guardian) for the same time period is considered in determining residency status.

Residency status is determined at the time of

admission to the college. Further detailed information can be obtained from the Residency Classification for Tuition and Fee Purposes brochure. In this brochure, information is given regarding exclusions for tuition and fee purposes and certification of permanent residency status.

## **FINANCIAL AID**

The Financial Aid staff at Piedmont Technical College is here to help you in obtaining financial aid. Applying for financial aid can be as easy as completing the Free Application for Federal Student Aid (known as the FAFSA) online and submitting it via the Internet at **[www.fafsa.ed.gov](http://www.fafsa.ed.gov)**. The college has computers available for this service. Please contact the Financial Aid Office for more information on this service, application deadlines and for further information on the available programs. Additional information can be found on the College's Web site at **[www.ptc.edu](http://www.ptc.edu)**.

All students are encouraged to complete the FAFSA. When completing the FAFSA, make sure to include Piedmont's Title IV School Code (003992).

Eligibility requirements for the federal and state programs are:

- have financial need as determined through the completion of the FAFSA
- have a high school diploma or a GED certificate on file with the college or meet ability to benefit standards
- be enrolled in an approved program of study
- be a US Citizen or an eligible non-citizen
- have a valid social security number and if male, register with Selective Service
- sign a statement on the FAFSA certifying that federal student aid will be used for educational purposes only
- certify no default on a federal student loan and that you have not debt on a federal student grant
- answer all required questions on the FAFSA
- meet all standards of the Financial Aid Satisfactory Academic Progress (SAP) policy.

**Lottery Tuition Assistance** may be available beginning Fall 2002 to S.C. residents who meet the required eligibility criteria. The first step to participate in this program is to complete the FAFSA. In addition, a S.C. Grant/Scholarship Application will be required. This tuition assistance program is dependent upon pending legislation. For more information, please call (864) 941-8582.

**LIFE Scholarship** is the state scholarship program for S.C. residents who have graduated from high school with a 3.0 GPAs and meet all LIFE eligibility requirements. The S.C. Grant/Scholarship Application will be used to determine LIFE Scholarship recipients. The LIFE program criteria and funding is dependent upon pending legislation.

**Federal Pell Grant** – Grants can range from \$400 to \$4,000 per year for undergraduate students.

**Federal Supplemental Educational Opportunity Grant (SEOG)** – Awarded to students with exceptional financial need as determined by the FAFSA. Grants can range from \$100 to \$500 per year to students who maintain a 2.0 GPA.

**Federal Work-Study Program** – Students work for \$6.00 per hour in a variety of jobs. The number of hours worked can vary from 5 to 20 hours per week. The America Reads Tutoring Program is available through the Work-Study Program. Applications are available in the Financial Aid Office.

**S.C. Need-Based Grant** – This is a state grant provided to assist students who are South Carolina residents to meet college costs. This grant ranges from \$200 to \$2000 per year (fall and spring semesters only). In addition to the FAFSA, the SC Grant/Scholarship Application will be required.

**Federal Stafford Student Loan Program** – Loans are for educational expenses that must be repaid with interest. Repayment begins six months after the student ceases to be enrolled on at least a half time basis. This is a long-term, variable interest loan. Loan request forms are available at the Financial Aid Office and at the county centers.

**Veteran's Educational Benefits** – Piedmont is approved for all college-related veteran's educational programs for veterans, disabled veterans, dependents of deceased or totally disabled veterans, as well as active duty, active reservists and national guardsmen. Contact the Financial Aid Office for further information on these programs.

**Other Funding Sources** – The Workforce Investment Act (WIA) is a Federal workforce development program. The cornerstone of WIA is the One-Stop Workforce Center. The Workforce Center is a self-help computer lab where job seekers can research careers, search Internet job listings, type a resume and fax job applications. The center is open to all people of the community seeking employment.

Through the Workforce Investment Act, job seekers who need additional help to get a job may also receive individualized career planning and employment search assistance at the Workforce Center. A limited number of job seekers may qualify for scholarships or on-the-job training through the Workforce Investment Act.

**Educational Tax Credits** – The Taxpayer Relief Act of 1997 included the Hope Scholarship and Lifetime Learning tax credits that may be used to reduce federal taxes. The Hope Scholarship Tax Credit is available to degree seeking students in the first two years of postsecondary education. If you are not eligible for the Hope Scholarship Tax Credit, you may be eligible for the Lifetime Learning Tax Credit. This tax credit is available to those who take at least one course to acquire or improve job skills. The actual amount of the tax credit depends upon family income and the amount of qualified tuition and fees paid. More information regarding these tax credits can be found at [www.irs.ustreas.gov](http://www.irs.ustreas.gov). In addition to these federal tax credits, a South Carolina tax credit is available. More information on the state tax credit can be found at [www.dor.state.sc.us](http://www.dor.state.sc.us).

## SATISFACTORY ACADEMIC PROGRESS

### Introduction

All students receiving federal and state student financial aid must adhere to the college's policy on satisfactory progress. The intent of this policy is to ensure that students who are receiving federal and state financial aid are making measurable progress toward completion of degree, diploma or certificate programs in a reasonable period of time. Federal and state regulations prohibit the awarding of financial assistance beyond 150 percent of the published program length. The student's total academic record will be evaluated to make this determination.

As a recipient of federal or state financial aid, you have certain rights and responsibilities. Failure to fulfill your part of the agreement, as described, may result in the cancellation of your award and you may have to repay any funds already received.

## **Financial Aid Programs under the Satisfactory Academic Progress Policy:**

PELL Grant  
Supplemental Educational Opportunity Grant (SEOG)  
Stafford Student Loan  
Federal Work-Study Program (FWS)  
South Carolina Need-Based Grant (SCNB)  
Lottery Tuition Assistance

### **To Maintain Satisfactory Academic Progress, a student must:**

- complete at least 67% of all hours attempted,
- meet the required GPA outlined under the **Cumulative Grade Point Average** section of this policy, and
- complete a program of study within the 150 percent of the allotted time frame. (i.e., a 32-hour program must be completed within 40 hours)

## **ACADEMIC ISSUES THAT WILL AFFECT SATISFACTORY ACADEMIC PROGRESS (SAP)**

### **Course Repetitions, Withdrawals, Incomplete Courses, Carry-forwards and grades of NC and F**

Students who receive federal or state financial aid must be aware that repeated courses and courses with grades of W, WF, I, CF, NC and F will be considered in assessing their progress toward completion. Courses with these grades are considered not completed. When a 'CF' or 'I' is changed to a grade, the student will need to notify the Financial Aid Office for re-evaluation of status if the student is on probation or suspension.

Students who do not satisfactorily complete at least 67 percent of attempted hours will no longer be eligible for federal or state assistance.

### **Developmental Studies**

Financial Aid recipients may take a maximum of 30 credit hours in Developmental Studies course work, which consists of English, math and reading courses of 100 level or lower. These courses count toward hours attempted and will be considered in determining SAP.

### **Change of Major(s)**

A student who changes majors is still responsible for maintaining satisfactory academic progress. A student changing from one program into a different program with fewer total required credit hours may lose federal and state eligibility immediately upon making this

change. While considering a change in major, a student should consult the Financial Aid Office to discuss the effect of a change on satisfactory academic progress. Federal and state regulations prohibit the awarding of financial assistance beyond 150 percent of the published program length.

### **Returning Students' Academic Records**

The federal government requires the Financial Aid Office to track students' academic progress from the first date of enrollment, whether or not financial aid was received. Students returning to the college after a break in enrollment should consult the Financial Aid Office on how their college history will effect their eligibility for financial aid. Any student not meeting a standard will be subject to suspension of all financial aid.

### **Fresh Start Program**

Students approved for the Fresh Start Program (see page 33) should be aware that financial aid requirements regarding prior attendance and cumulative eligibility must be considered from the first date of enrollment. Federal and state regulations prohibit the awarding of financial assistance beyond 150 percent of the published program length.

### **Standards of Satisfactory Academic Progress**

The Financial Aid Office monitors the satisfactory academic progress of all financial aid recipients by reviewing a student's total academic record after grades are posted at the end of each semester. To meet eligibility requirements, students enrolled in regular curriculum classes pursuing degrees, diplomas or certificates are monitored in each of the three standards. Failure to meet any one of these standards may result in the loss of aid for subsequent semester.

#### **I. Cumulative Completion Rate**

Financial aid recipients are required to earn at least 67 percent of credit hours attempted. The completion rate is derived by dividing the cumulative hours earned by the cumulative hours attempted. Courses with grades of F, W, WF, NC, CF and I are counted in the hours attempted. Hours earned are hours which are completed for which a student receives a passing grade. Hours attempted are hours for which a student registers at the beginning of the semester, withdraws from or does not receive a passing grade.

#### **II. Cumulative Grade Point Average**

Financial aid recipients are required to have earned the following minimum cumulative GPAs :

Cumulative Credit Hours Attempted	Minimum Cumulative GPA
0 - 13	1.40
14 - 27	1.55
28 - 40	1.80
41 - 47	1.95
48 and above	2.0

### III. Length of Eligibility

Financial aid recipients may be eligible for assistance until they have attempted up to 150 percent of the semester hours required for the programs of study in which they are enrolled.

Students pursuing an additional program of study at Piedmont will have a maximum time frame of 180 hours attempted (150 percent of what is required to earn a bachelor's degree at most four-year institutions.) Financial Aid cannot be awarded for an additional program of study until the requirements for the current program of study are complete.

### Probation

Following a review of the student's academic record, if a student does not meet the Standards of Satisfactory Academic Progress, the student will be placed on probation during the next term in which they enroll at the college. Students will be notified by mail that their financial aid eligibility is in a probationary status. Students who are placed on probation will be reviewed at the end of the probationary term enrolled. Students who fail to meet the Standards of Satisfactory Academic Progress at the end of the probationary term enrolled will be placed on suspension and will lose federal and state aid eligibility.

### Suspension - Declaration of Ineligibility

Following a review of students on probation, students who still are not meeting the Standards for Satisfactory Academic Progress will be placed on suspension. A letter will be sent notifying the student of their ineligibility for federal or state funds along with an appeal form. Awards will be cancelled upon being placed on suspension.

Returning students who did not meet the Standards of Satisfactory Academic Progress in their previous enrollment with Piedmont may be placed on suspension upon their return to the college.

To request consideration for receiving federal or state assistance during the next term of enrollment, a student will need to submit an appeal form to the Financial Aid Office by the deadline. Only non-campus based aid will be considered for reinstatement should an appeal be approved. Non-campus based aid includes the PELL Grant and the Stafford Student Loan. SEOG, Federal Work-Study and the SCNB grant will be cancelled for

all students placed on suspension. Because of the limited funding in these programs, once aid is cancelled, the Financial Aid Office cannot guarantee that funds will be available in the following semester if students are removed from suspension.

Once a student in suspended status meets all Standards for Satisfactory Academic Progress, the student will be removed from suspension; however, if any one of the standards is not met in subsequent terms, the student will be placed on suspension again.

### Appeal of Financial Aid Ineligibility

1. A student on financial aid suspension may appeal by completion of the appeal form indicating reasons why he or she did not achieve minimum academic standards. Each appeal will be considered on its merit and will not set precedent for future appeals. Acceptable reasons are: personal illness, death or serious illness of an immediate family member, employment changes, divorce or separation in the student's immediate family, poor judgment or immaturity (limited to one appeal). Previous medical history cannot be used for more than one semester. The student must provide documentation supporting the appeal.
2. All appeals received for an upcoming semester must be received no later than 5 p.m. on the last day to register for that semester. Appeals received after that date will be held until after the term begins for the next scheduled meeting of the Financial Aid Committee during the semester. Approvals for late appeals would result in the reinstatement of aid for the next semester and not for the current semester.
3. The Financial Aid Committee will review the appeal, and determine whether the financial aid suspension action is justified. The student will be advised in writing of the committee's decision. Appeals must be complete and all supporting documentation attached. Incomplete appeals will be placed in the student's file and will not be reviewed. It is the student's responsibility to submit **all** documentation by the published deadline.
4. Any student who is reinstated with "stipulations" is required to meet all criteria in order to have continued eligibility for federal or state financial aid. Should the student fail to meet these stipulations, he or she will remain on suspension, and aid will not be reinstated. The



student may request to meet with the director of Financial Aid to request review of the stipulations set.

## FINANCIAL EARNED AID POLICY

Based on the Reauthorization Act of 1998, if a recipient of Title IV aid completely withdraws during a payment period (or a period of enrollment), the institution must calculate the amount of Title IV aid that was not earned. Aid considered to be unearned must be returned to the Title IV programs. This return of aid may result in the student's debt to the college and the Department of Education. A student must be enrolled in at least 60 percent of the term to be considered to have earned the aid awarded. Please see the Financial Aid Office for details.

### Reestablishing Eligibility for Financial Aid

A student will remain on suspension until all three Standards of Satisfactory Academic Progress are met. Once on suspension, a student must appeal each semester in order to reestablish eligibility for federal student aid. Students will not receive reminders that they are on suspension. It is the student's responsibility to appeal each semester by the published deadline. At the time the student meets all Standards of Satisfactory Academic Progress, he or she should contact the Financial Aid Office for reinstatement of aid.



## SCHOLARSHIPS

Many scholarships are available to current students after they have completed 12 credit hours in their major programs of study and have earned acceptable GPAs (Grade Point Averages). A few scholarships are available to high school seniors. Most scholarships are based on academic achievement and financial need. More specific criteria are listed under each scholarship. Applications for current students may be picked up in the Student Success Center and at all county centers during the first weeks of May, September, November and January. Applications for high school seniors will be sent to high school counselors in February each year.

**Alfred and Miriam Adams Endowed Scholarship**—Awarded annually to a Saluda County resident.

**Allred Leadership Scholarships**—Two scholarships are awarded each year to two high school seniors. Selection is based on academic achievement, financial need and leadership.

**Bailey Foundation Scholarships**—Scholarships are awarded each year to Laurens County students majoring in business technology. Selection is based on academic achievement and financial need.

**Becky McIntosh Scholarship**—Awarded annually to a Business student who has completed eight hours toward an associate's degree. Additional criteria include 2.5 GPA and full-time employment.

**Bob Stanley Scholarship**—Offered by the Greenwood Mental Health Association, this scholarship is awarded to a Nursing major from Greenwood County. The recipient must be a full-time student accepted into the Nursing program and must demonstrate community involvement and academic achievement.

**Central Carolina Bank Scholarship**—Awarded annually to a Laurens County resident and is based on academic achievement and leadership ability.

**Charles Baumeister Memorial Scholarship**—A scholarship has been established in memory of Charles Baumeister, a long-time faculty member of the college who also served as dean of the Business and Industrial Divisions and vice president for Educational Affairs. This scholarship is open to any full-time or part-time student with a 3.0 GPA.

**County Bank Scholarships**—The County Bank provides two scholarships that are awarded annually to Greenwood County residents enrolled in the Business curriculum. Although normally awarded to rising seniors, entering freshmen are also eligible for these scholarships. Selection is made on the basis of scholastic record, financial need and faculty recommendations.

**David Sherer Memorial Scholarship**—This scholarship is awarded annually to an Automotive Technology student with a GPA of 2.5 or higher who has financial need.

**Derrick Scholars**—Scholarships named for former Congressman Butler Derrick are awarded annually to students who are completing their first year of study in an associate's degree program. The recipients must have 3.5 GPAs and be in good standing in their programs of study.

**Elliott, Davis and Company Buffkin Memorial Scholarship**—Elliott, Davis and Company provides a scholarship to a second-year Accounting student. Selection is made on the basis of academic achievement, financial need and faculty recommendations.

**Ernest W. Prewett Alumni Association Scholarships**—The Piedmont Technical College Alumni Association has established a scholarship program to assist deserving students. These scholarships are based on academic achievement and need.

**First Union Scholarships**—First Union has established two scholarships to aid students pursuing degrees in Business, Computer Technology or Office Systems Technology. Selection is based on scholastic standing and faculty/counselor recommendations. One scholarship is awarded to a rising Piedmont senior and another is awarded to an incoming freshman.

**Foundation Scholarships**—The Piedmont Technical College Foundation awards scholarships annually to an outstanding high school graduate from each of the college's supporting counties. Recipients of Foundation Scholarships are selected on the basis of academic achievement while in high school. This scholarship may be renewable for a second year.

**Fuji Photo Film Scholarship**—This scholarship may be awarded to students in any of the following majors: Associate in Arts or Associate in Science, General Engineering Technology; Engineering Graphics Technology; Electronic Engineering Technology; Mechanical Engineering Technology; Heating, Ventilation and Air Conditioning Technology; Industrial Electronics Technology; Machine Tool Technology; Office Systems Technology; Business; and Computer Technology. Selection is based on academic achievement, financial need and leadership.

**Greenwood Kiwanis Club Scholarship**—Awarded annually to a Greenwood County resident based on academic achievement and financial need.

**Greenwood Rotary Club Scholarship**—The Greenwood Rotary Club has established a scholarship to second-year students in associate's degree programs. The scholarship is based on academic achievement and financial need.

**Henry Blohm Scholarship**—Awarded annually to a student who has exhibited leadership abilities.

**Homebuilders Association of Greenwood Scholarship**—Awarded to a Building Construction Technology student exhibiting academic achievement.

**Jane Burgdorf Realtor Scholarship**—This scholarship is awarded annually to a Greenwood County resident and is based on academic achievement.

**John W. Drummond Scholarship**—This scholarship is awarded annually and is based on academic achievement, financial need and leadership ability.

**Kit Adkins Scholarship**—Awarded annually to a Business student who has completed eight hours toward an associate's degree. Additional criteria include 2.5 GPA and full-time employment.

**Lambda Chi Nu Nursing Scholarships**— Awarded to two rising seniors in the Associate Degree Nursing program who are active members of Lambda Chi Nu, this scholarship is based on financial need, academic achievement and professionalism.

**Laurens County Chamber Cecil Davenport Memorial Scholarships**—Scholarships are awarded annually to Laurens County residents. Based on academic achievement, the scholarship may be renewable for a second year. Selection is based on academic achievement and financial need.

**Lavetta Seymore AA/AS Scholarship**—This scholarship is awarded annually to non-traditional students who are enrolled in Associate in Arts or Associate in Science with a GPA of 3.5 or higher.

**Lena Wood Warren Scholarship**— Established by the nursing faculty to honor Lena Warren, dean of the Allied Health Division, this scholarship is awarded to a senior Associate Degree Nursing student who has demonstrated leadership, clinical competence and professional potential. Academic achievement and financial need will be considered.

**The MJA Endowed Scholarship**—This scholarship is awarded annually to an Edgefield County high school senior based on financial need and academic achievement.

**Newberry Electric Cooperative Scholarships**—The Newberry Electric Cooperative awards scholarships to one first-year and one second-year Newberry County student. Open to students in any curriculum, the scholarship is based on academic achievement and financial need.

**Olly Garrison Memorial Scholarship**—Awarded to a returning adult student who is changing careers. Criteria include a 3.0 GPA and offer an opportunity for renewal with satisfactory progress maintained.

**Paul DeLoache Scholarship**—This scholarship is awarded to a resident of Saluda County. Selection is based on academic achievement and financial need.

**Piedmont Partners Faculty/Staff Scholarships**—These scholarships are awarded annually, and the criteria are academic achievement and financial need.

**Presidential Leadership Scholarships**—These prestigious scholarships are awarded annually to high school seniors who have demonstrated leadership and achievement.

**Professional Secretaries International Loutrelle Self Memorial Scholarship**—This scholarship is awarded each year to a student in the Office Systems Technology program. Selection is based on academic achievement, financial need and leadership ability.

**PTC Golf Classic Scholarship**—These scholarships are generated through a fund-raising golf tournament held each spring. Selection is based on academic achievement and financial need.

**Robert Strickland Memorial Scholarship**—This scholarship is awarded annually to an Abbeville County resident who is a graduate of an Abbeville County high school with a GPA of 3.0 or higher.

**Rosey Dyal Scholarship**—Awarded twice a year to a student earning 2.5 GPA or above. Scholarship award is to be used exclusively for books and educational supplies.

**Scurry Foundation Scholarship**—The Scurry Foundation contributes funds through the Piedmont Technical College Foundation to provide scholarships in varying amounts to worthy students. The recipients are selected on the basis of academic potential, financial need and availability of funds.

**Simpson/Groomes Challenge Scholarship**—This scholarship is awarded annually to an active member of Phi Theta Kappa.

**Solutia Scholarships**—Awarded to students in Engineering Technology or Heating, Ventilation and Air Conditioning Technology. Selection is based on financial need, academic achievement and leadership skills.

**Sprint Scholarships**—Two scholarships are awarded annually to residents of South Carolina who have demonstrated involvement in community and college activities. Selection is also based on academic achievement and financial need.

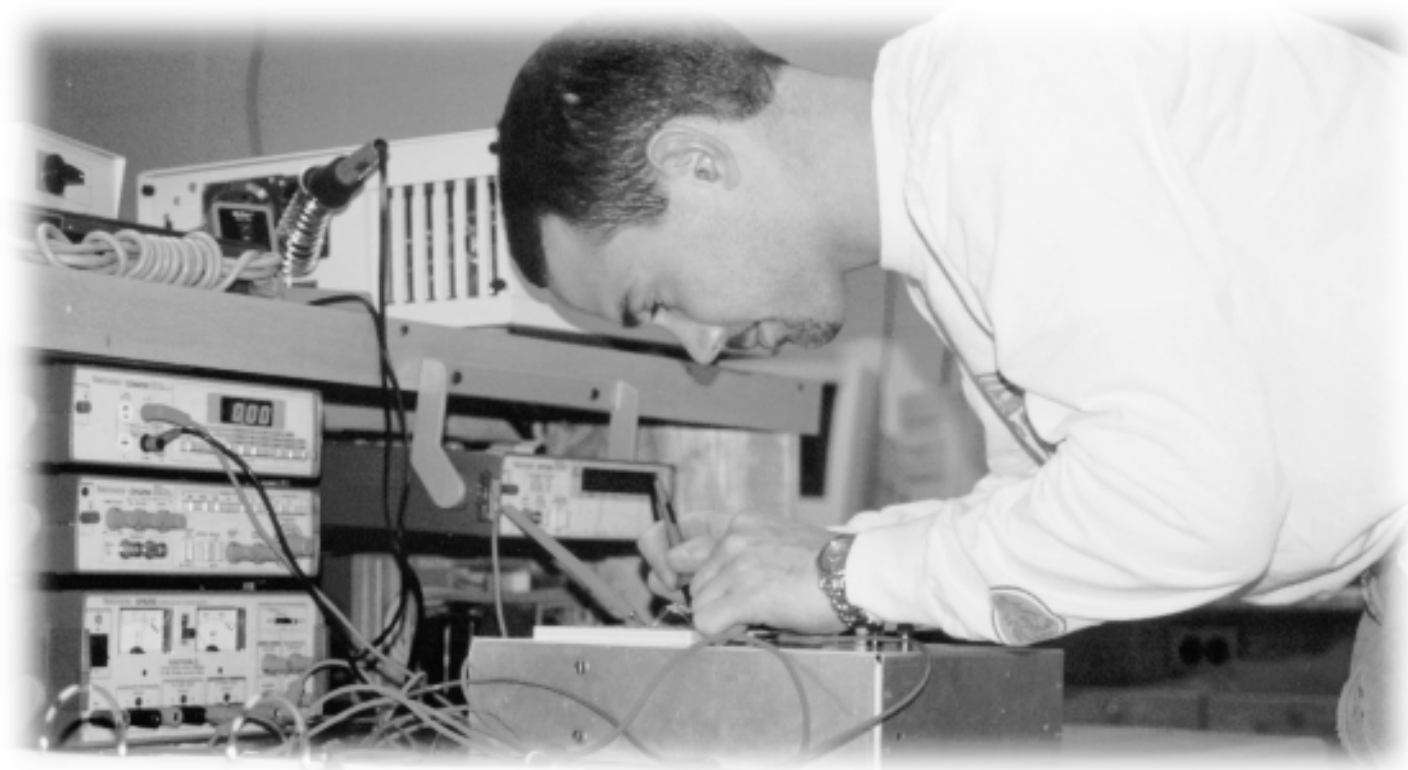
**Taylor Foundation Scholarships**—These scholarships will be awarded annually to Newberry County residents. Selection is based on academic achievement and financial need.

**Thurmond Scholars**—Scholarships named for Senator Strom Thurmond are awarded to students displaying leadership ability, financial need and 3.5 GPAs.

**V. Kann Rasmussen Foundation Scholarships**—These scholarships are awarded annually to students for community service. Recipients participate in a leadership training program while serving as peer advisors on campus. Selection is made by academic department heads, and a 3.0 GPA must be maintained.

**W.A. Klauber Scholarship**—This scholarship is awarded to a Radiologic Technology student who has completed at least one semester in clinical. Selection is based on academic achievement and financial need.

**Warner Lambert/Capsugel Scholarship**—Selection for this scholarship is based on academic achievement and financial need.





# *Academic Information*



# GRADING POLICY

## Grade Appeals

If a student feels that he/she has grounds for challenging a grade, the appeal must take place within one calendar year of grade issuance. A grade cannot be contested after a year has passed.

## Mid-term Grading

At the mid-point of each term, a mid-term grade for each student will be assigned by the instructor. The following grade designations will be used:

S = Satisfactory

M = Marginal

U = Unsatisfactory

W = Withdrawal

\*Students can access their mid-term grades through Campus Pipeline after grades are posted. Academic advisors and counselors monitor mid-term grades to provide assistance in improving students' grade performance.

## Final Grading

At the end of each term, letter grades are given in all courses to indicate the quality of work done by the student.

A = 94-100 Excellent—4 grade points per term hour.

B = 85- 93 Above average—3 grade points per term hour.

C = 75- 84 Average—2 grade points per term hour.

D = 70- 74 Passing—1 grade point per term hour.

F = 69- 0 Failure—no grade points.

AU Audit—assigned when a student has enrolled in a course for audit purposes. (No credit awarded).

CF Carry Forward—awarded only for a course that is scheduled across terms such as self-paced, distance learning, or, where applicable, independent study. No credit or grade points are earned at the time of grading. The "CF" grade must be replaced by a permanent grade when the course is completed. After a period of 20 weeks, the "CF" will convert to an "F" grade if not completed.

E Exempt—indicates a course was exempted by the student.

Specific codes for the appropriate types of exemption are:

•EA = Exemption—Technical Advanced Placement (TAP) High School Articulation

•EC = Exemption—College credit over 10 years old

•EE = Exemption—Examination

•EL = Exemption—Life Experience

•EM = Exemption—Military

•EP = Exemption—Advanced Credit (AP exams, CLEP)

I A small part of the term's work remains undone. The student is allowed 30 school days to remove the incomplete grade; otherwise, the "I" is changed to an "F."

NC No credit—student has made satisfactory progress in a developmental course but needs to re-enroll to complete the course.

TR Transfer—awarded for allowable equivalent credits earned at other colleges or universities.

S Satisfactory—indicates an acceptable level of performance in a Continuing Education course.

U Unsatisfactory—denotes failure to attain an acceptable level of achievement in a Continuing Education course.

W Withdrew—awarded under following circumstances:

• Student-initiated withdrawal prior to mid-term if student follows official procedure (use Change of Class Schedule form to withdraw from a class).

• Faculty-initiated withdrawal after mid-term if student is in good standing.

WF Withdrew Failing—awarded under the following circumstance:

• Withdrawal after mid-term if student is not in good standing.

At the end of the term, grade point averages (GPAs) are computed for the academic work completed for that term and for the cumulative academic work completed while at Piedmont. Unless a course is repeated, the grade point average is determined by dividing the total number of grade points earned by the number of term hours attempted as shown in the example following. When a course is repeated, the highest grade earned will be used in computing the cumulative grade point average. The student's record, however, will continue to carry the original grade awarded, but it will not be calculated into the GPA.

### EXAMPLE:

		Hrs. Att.	Grade	Grade Value	Total Quality Points
MAT 110	College Algebra	3.0	A	4	12.0
ENG 101	English Composition I	3.0	B	3	9.0
BIO 101	Biological Science I	4.0	D	1	4.0
PSY 103	Human Relations	3.0	C	2	6.0
		13.0			31.0

31.0 total quality points ÷ 13.0 hours

GPA = 2.38

## ACCEPTANCE OF CREDIT AND AWARDING OF ADVANCED STANDING

Piedmont endorses the concept that college-level learning may occur in a variety of settings. As a result, the college welcomes the opportunity to accept credits transferred from other regionally-accredited institutions and actively seeks ways to validate learning gained by nontraditional or extra-institutional methods. Validation of the currency of instructional content represented by transfer credit is a right which the college reserves. The following sources of credit and advanced standing represent not an exclusive listing, but rather an identification of some approaches to which the college is open.

### Transfer Students

Piedmont Technical College will accept and give credit for work completed in other colleges and universities. Applicants seeking such credit should complete the regular application form and submit it with a transcript of all work from the schools previously attended. All rules regulating the transfer of credit must be met, and acceptance of such credit will be at the discretion of the registrar and the appropriate department head. The following criteria are observed:

1. Subjects being transferred must closely parallel subjects being offered by Piedmont.
2. In order to transfer credit, a grade of "C" or better must have been made on the subject.
3. At least one-fourth of credits toward graduation must be earned at Piedmont.
4. Transfer credit will not be included in the computation of the student's grade point average at Piedmont.
5. Credit for a subject must show on official transcript from the granting institution, and a copy of this transcript must be on file at Piedmont Technical College.
6. Credit given in transfer will be approved in writing and filed in the student's folder.
7. Transfer students are not required to take the placement test if valid transfer credits are awarded in English and math.
8. Courses completed more than 10 years prior to the enrollment are not eligible for direct transfer credit. If approved by the appropriate department head, however, exemption credit may be granted.

### Technical Advanced Placement (TAP)

Area high school students may receive appropriate advanced credit at Piedmont Technical College for courses completed while in high school. Courses taken must closely correspond to courses offered at the

college. The process of exemption is accomplished through an articulation agreement among the high schools and Piedmont Technical College.

The procedure to receive TAP credit is as follows: While still enrolled in high school, the student should request a TAP credit form from his or her teacher. The teacher assesses whether the student has developed competencies required for the course. If the student qualifies for exemption, the teacher completes a recommendation form and sends it to the registrar at Piedmont. The registrar sends the student a credit voucher indicating that the credit has been awarded and will be held for up to 15 months. When the student enrolls at Piedmont, the TAP credit voucher should be presented to the registrar during the registration process. Exemption credit is then posted to the student's academic transcript. This process allows students to earn college credit for classes already completed at the high school level without duplication of course content.

### CLEP

Piedmont will consider awarding credit for successful completion of any of the CLEP (College Level Examination Program) subject area examinations. Score recommendations of the Council on College Level Services will be used in determining credit to be awarded. CLEP is a program of the College Entrance Examination Board.

### PEP

The college also considers awarding credit to applicants who successfully complete one or more examinations under the PEP (Proficiency Examination Program) offered by the American College Testing service (ACT).

### Advanced Placement Examinations

The Advanced Placement Examination Program of the College Entrance Examination Board is accepted by Piedmont. Students who take college-level courses in high school and perform well on Advanced Placement Examinations may be granted credit in the following courses:

- |                                    |  |
|------------------------------------|--|
| • American History                 | • Math: Calculus AB and BC                     |
| • Art History                      | • Microeconomics                               |
| • Biology                          | • Music Listening and Literature               |
| • Chemistry                        | • Physics B                                    |
| • Computer Science                 | • Physics C: Electricity and Magnetism         |
| • Economics                        | • Physics C: Mechanics                         |
| • English Language and Composition | • Political Science (American & Comprehensive) |
| • French                           | • Psychology                                   |
| • German                           | • Spanish                                      |
| • Macroeconomics                   |  |

## **Armed Forces Training**

It is the policy of Piedmont to award credit for training experiences in the Armed Services. Such experiences must be certified by the American Council on Education (identified in the Council's publication, **Guide to the Evaluation of Educational Experiences in the Armed Services**). Credit will be given on the basis of individual evaluation by the curriculum department head. Creditable military experience must closely correspond to courses in the Piedmont curriculum for which the student is applying.

## **Concurrent Admissions Programs (ConAP)**

The Concurrent Admissions Program allows new soldiers to apply for and be admitted to colleges or universities at the same time they enlist. Upon completion of initial enlistment for active military service or initial duty of training for the Army Reserve, students already know they are accepted and ready to enroll at the college of their choice. This program is available through the Servicemembers Opportunity Colleges (SOC) of which Piedmont is a participating member. This agreement is in effect for two years following completion of initial enlistment requirements. A student must meet degree requirements of the catalog in effect at the time of enrollment in classes at the college.

## **Exemption Credit and Nontraditional Learning**

Students may try to exempt many Piedmont courses by demonstrating through mastery of written and/or performance tests that they are already competent in the course's content. The registrar or relevant curriculum department head can provide information as to which courses have exemption tests. The cost of a Credit by Exam is \$55. The credits awarded will not count in the term enrolled hours, but will count toward cumulative hours. Applicants with appropriate life experience, corporate courses or other relevant background may also request consideration for credit at no charge by contacting the registrar.

## **ACADEMIC FRESH START**

This program is offered to allow a student who may have done poorly in a previous attempt at college to gain a "fresh start." Students who were not enrolled in any post-secondary institution for a period of 5 years or more may petition for Academic Fresh Start. Under this program, **all** Piedmont Technical College credit earned prior to the granting of Academic Fresh Start will be eliminated from the computation of the student's grade point average and may never be used toward graduation at Piedmont Technical College. Students should see the registrar for more details about this

program. For financial assistance, the federal government requires a student's academic progress to be tracked from the first date of enrollment, whether or not financial aid was received. Please refer to the Academic Standards of Progress for Financial Aid Eligibility Policy for further information.

## **AUDITING OF COURSES**

A student who desires to attend classes regularly but does not wish to take examinations or receive credit may register as an auditor. A record of classes attended will be maintained. No credit is awarded for such courses and cannot be granted at a later date. A student enrolled in a course for credit cannot change to audit after the add/drop period. The participation of auditors in class discussions or examinations is optional with the instructor. Students are expected to pay \$45 per credit hour to enroll and attend classes regularly.

Federal regulations will not allow students to receive financial aid for courses being audited.

## **ACADEMIC HONORS**

### **President's List**

The President's List will be published each term to recognize full-time students who have earned term GPA of 4.00. These students will receive a certificate of achievement signed by the college president.

### **Dean's List**

The Dean's List will be published each term naming students who are attending full-time and have earned term GPAs of 3.75 or better.

### **Merit List**

The Merit List will be published each term to recognize students who are attending part-time and have earned term GPAs of 3.75 or better.

## **HONOR SOCIETIES**

**Phi Theta Kappa** is the international organization of two-year college scholars formed to honor the scholastic achievements. Students qualify for membership in the Piedmont Technical College chapter, Omega Chi, according to the following criteria:

1. Students must have accumulated at least 12 credit hours as degree students after one term with 4.0 GPAs, or 3.5 Cumulative GPAs after two consecutive terms.
2. As eligibility for membership is determined, a student's grades on all work in the degree he or she is presently pursuing must be considered.



The national honor society for psychology in two-year colleges, **Psi Beta** is designed for students enrolled in two or more psychology courses with “B” averages (3.00 GPAs) or higher.

The honor society for Associate Degree Nursing students or graduates, **Lambda Chi Nu** was created for students who have earned grade point averages of at least 3.50. This honor society was formed to honor outstanding academic achievement, professionalism and clinical nursing excellence.

**Tau Alpha Pi** is open to engineering technology students and graduates who achieve high academic standards. Members are involved in campus and community activities and are working to build a network with local business professionals.

## ACADEMIC PROBATION

At the end of each term, all student records are evaluated. In order to continue as a full-time student, the following will apply:

Total term Hours Carried	Minimum Technology GPA to Remain in Full-Time Attendance
0 - 13	1.40
14 - 27	1.55
28 - 40	1.80
41 - 47	1.95
48 and above	2.00

A student who does not earn the minimum technology grade point average in relation to the total number of credit hours attempted (scale shown above) will be placed on academic probation. The student will be notified by the registrar. The student will meet with the registrar, who will calculate the required grades necessary to lift probation. (An AP Contract Agreement will be completed.) In addition, the student will meet with the AP counselor to determine a course of action that will facilitate an improvement in performance. Among the options that may be considered are a reduction of course load, participation in an academic success group, development of study skills, procurement of tutorial services and withdrawal from extracurricular activities.

In the event that a student is placed on a second probationary term, he or she will be considered in suspension status. The student must then meet with the AP counselor and curriculum department head to agree on a standard of progress for the current term. (An AP Contract Agreement will be completed.) If the student meets the conditions of the AP Contract Agreement, registration for the following term will be approved. If the student fails to meet the conditions of the agreement, the student will be suspended. If there

are extenuating circumstances, a special committee will be called to decide on suspension, continuance with a reduced load or full continuance. The committee will be comprised of division dean, counselor, faculty advisor and any other faculty member who may have an interest in the case.

If a student is suspended for academic reasons, he or she will be eligible to reapply for admissions after a minimum of one term of suspension. The student must, however, confer with the AP counselor or the registrar during the re-admission process. A student who re-enters the curriculum in which he or she was previously enrolled will remain on academic probation.

When a student re-enters in a different curriculum, the student also remains on academic probation. In this case, however, the student's academic progress will be judged by the grade point average (GPA) in the new curriculum only. Failure to achieve an acceptable grade point average after re-admission makes the student subject to dismissal again.

When a student is suspended from the college, all financial aid and veteran's benefits are automatically terminated. When a student is placed on academic suspension from the college, all financial aid and veteran's benefits are automatically suspended. If the student is allowed to continue enrollment after two probationary terms, the student will be allowed to appeal financial aid status for possible reinstatement of financial assistance.

## CHANGE OF SCHEDULE/STUDENT INFORMATION

### Adding/Dropping/Withdrawing from Class

A change of schedule after enrollment can be accomplished by completing the Change of Class Schedule form. (It is recommended that students consult their academic advisors before changing their schedules or withdrawing from a course).

Change of status will affect Title IV eligibility. Contact the Financial Aid Office to determine earned aid and future eligibility. Questions concerning refunding should be directed to the Business Office.

Adding and dropping courses must be completed on the Change of Class Schedule form prior to the end of the add/drop period. (See academic calendar on page 3). Dropped courses during this period do not appear on the student's transcript.

Withdrawing from classes after the add/drop period is completed on the same form, Change of Class Schedule. The student may report withdrawal through mid-term (see academic calendar). A grade of “W” will be awarded through mid-term. After mid-term, withdrawals will be reported by the instructor on the

final grade roster. Instructors must use their discretion to distinguish between a “W” grade (student in good standing) and a “WF” grade (student not in good standing). The “WF” grade is calculated into the GPA as a punitive grade.

After completion of the Change of Class Schedule form, it must be submitted to the Student Records Office for processing.

### **Student Information Changes**

Any student who wishes to change his or her name, address, telephone number, curriculum or correct his or her social security number should complete the appropriate forms in the Student Records Office or in any county center. Forms may also be obtained from the assigned advisor.

### **Student Loading**

No student may carry more than 18 credit hours unless required by curriculum configuration. Any exception to this policy requires approval of the appropriate department head/program coordinator and division dean. The maximum that any student may take is 21 credit hours. Any exception to this maximum must be approved by the Executive Vice President, Chief Educational Officer.

## **GRADUATION**

### **Requirements for Graduation**

All candidates for associate's degrees, diplomas or certificates must meet the following requirements:

1. Petition for an associate's degree, diploma or certificate filed with the registrar. This application for graduation must be completed at the beginning of the student's last term of attendance.
2. Satisfactory completion of all subjects specified by the curriculum outline in effect as of the student's enrollment. If the student drops out for more than one year, he or she must satisfy the catalog requirements in effect as of his or her re-enrollment date. (Substitutions for specified courses may be made by the department head.)
3. At least one-fourth of total accumulated credits must have been earned at Piedmont.
4. The student must have an overall grade point average of 2.00 or higher.

#### *A Special Note to Students:*

Students must earn between 60 and 89 credit hours to graduate with an associate's degree, between 42 and 54 credit hours for diploma programs and between 9 and 39 credit hours for certificate programs. To graduate in two (2) years, a full-time student needs to complete four (4) to six (6) courses per term and three (3) to four (4) courses

during the summer term. Students who complete fewer courses per term may not graduate at the scheduled time.

### **Progression in Associate's Degree, Diploma, Certificate and Articulated Programs in Health Science**

Candidates for associate's degrees, diplomas or certificates in Health Science must meet the requirements for graduation of the college. In addition, students enrolled in Health Science programs leading to associate's degrees or diplomas and in articulation programs must progress in meeting the requirements of their programs according to the following policy:

1. Students must complete all health science courses and BIO 210 and BIO 211 with grades of “C” or better.
2. Students may repeat a specific health science course one time to achieve a grade of “C” or better. Students who need to repeat a health science course are required to meet with the health sciences counselor assigned prior to registering for the particular course.
3. Students may repeat BIO 210 and BIO 211 more than one time to achieve a grade of “C” or better. Students who need to repeat either BIO 210 or BIO 211 more than once are required to meet with the health sciences counselor assigned prior to registering for the particular course.
4. Maintain current CPR certification.
5. Maintain annual documentation of required OSHA educational programs, including bloodborne pathogens, fire safety and body mechanics and required health screening procedures, such as tuberculosis screening.
6. Maintain acceptable health status that allows student to appropriately function within the clinical environment.

### **Course Substitution**

Curriculum department heads have the right to authorize course substitutions for those prescribed in the standard course outlines. Such substitutions may be necessary because:

- term to term conversion required course numbers to change
- content of another course is deemed equivalent
- curriculum department head determines that it will meet the student's educational objective

### **Transfer Back/Degree Completion Option**

The Transfer Back/Degree Completion Option is available to students who will transfer to another college before completing degrees, diplomas or certificates at Piedmont Technical College. Participants can transfer appropriate credits back to PTC to complete their programs

of study and graduate. See the registrar or your academic advisor for program details.

### Graduation Honors

Students who graduate with cumulative technology GPAs within the scale listed below will be honored during commencement exercises. All honor graduates will wear the gold tassel, will have an honor seal affixed to their diplomas and will have their honor designation printed in the graduation bulletin. The student earning the highest GPA from each of the seven counties of Piedmont's service area will also be awarded a County Award plaque to honor his or her accomplishment.

The honor designations for graduation are:

#### Cumulative Technology GPA

3.50 - 3.74	Honors (Cum Laude)
3.75 - 3.99	High Honors (Magna Cum Laude)
4.00	Highest Honors (Summa Cum Laude)

## STUDENT RECORDS

### Transcripts

Transcripts will be furnished to other colleges, agencies or to the student only upon receipt of a written request from the student. Request forms can be obtained in the Student Records Office, county center offices or on the college Web site. The student may also mail or fax the request for transcript. (The Student Records Fax number is (864) 941-8566). Transcripts will not be issued if student has any debt to the college.

The transcript fees: \$2 - issued directly to student; \$3 - mailed; \$5 - FAXED.

### Security of Student Records

The privacy and confidentiality of all current and former student records shall be preserved at Piedmont. Student records are maintained and safeguarded by the Student Development Division. Each student has the right to inspect and challenge the accuracy of his/her records.

Only the student may view his or her record or request in writing any issuance of the record. If other individuals wish to review or receive copies of a student's record, they must have the student's written permission to view or receive a copy. Parents or guardians may, upon validating that student is a dependent, view or receive a copy of the student's record.

### I. Methods of Furnishing Student Records Information

The following are exempted from the requirement of written student permission:

1. Other school officials who have legitimate educational interest.
2. Authorized representatives of the Comptroller General, administrative head of an educational agency or state education auditors.
3. Judicial representatives in compliance to a subpoena or law enforcement order. (A copy of this order would be placed in the student's record with date of issuance posted.)
4. Agency representatives in connection with a student application for a receipt of financial aid.

Separate files are maintained for records in the following categories: (1) academic, (2) disciplinary, (3) counseling, (4) financial aid and (5) placement. When justified by legitimate law enforcement needs, the campus public safety office may maintain confidential records relating primarily to its investigative function.

### II. Furnishing Student Records Information

Piedmont Technical College is mandated by the 1974 Buckley Amendment, Family Education and Rights to Privacy Act, Public Law 93-380, to guarantee each student's academic privacy. The following procedures are in place to assure compliance with the Rights to Privacy Act.

1. Transcripts and enrollment verifications will be issued **only** by Student Records personnel.
2. Information that **may** be issued to an inquirer either in person or over the telephone:
  - a. enrollment status
  - b. attendance dates
  - c. curriculum
  - d. graduation status
  - e. location of classes (if legitimate reasons are demonstrated)
3. Information that **cannot** be issued to anyone over the telephone (including the student):
  - a. Social Security number
  - b. grades
  - c. GPA
  - d. AP status
  - e. telephone number\*
  - f. address

\*Issued only with approval of the Vice President for Student Development.

The information listed in number three cannot be issued to parents, friends, brothers/sisters, etc., either in person or over the telephone. (Parents who can provide documentation that the student is claimed as a dependent may have access to this information.) A signed Request Authorization must

be obtained to authorize release of this information to anyone. The release of restricted information will be the responsibility of Student Records staff so that proper documentation can be maintained.

## **ATTENDANCE POLICY**

It is the philosophy of Piedmont Technical College that student-instructor and student-student interactions are critical to bringing about student learning. Such interactions allow students to develop competencies in the skills and knowledge of the particular course subject, work ethic and interpersonal skills. It is important, therefore, that students regularly participate in class sessions. Unless there are circumstances beyond the control of an individual student that prevent him or her from attending a class session, each student should attend all class sessions of a course.

Recognizing that situations may arise to prevent such attendance, however, students may be absent for no more than ten percent of class meetings for unavoidable absences and no more than an additional five percent of class meetings for avoidable absences. In extreme circumstances, students may be absent for a length of time mutually agreed upon between the instructor and the student that exceeds this percentage of class meetings. Attendance for less than a full class period may be counted as one-third of an absence.

The college's attendance policy and specific procedures may be found on Piedmont Technical College's Web page. In addition, the syllabus of every course states the attendance requirements, make-up policy and procedures.

### **Special Note on Attendance Policy for Veterans**

Veterans and other students eligible for assistance under the G.I. Bill are subject to the attendance policy described above. Veterans should be aware of specific attendance policies.

## **TIME COMMITMENT**

The full-time schedule requires 18 to 30 hours per week of classroom and laboratory work. An average of 18 to 20 hours per week must be devoted to outside study; thus, students should anticipate a time commitment of an average of 45 hours per week in their studies. Students should not attempt to maintain full-time employment while carrying a full academic load. No student may carry more than 18 credits per term without permission from the appropriate department head and division dean.

## **LATE INSTRUCTOR POLICY**

We do not expect faculty to be late. In the event of an emergency, however, if an instructor is late in arriving for class, students should wait at least 15 minutes from the assigned start time before signing a roll and leaving. After the first five minutes, one student from the class should inform the department head, division secretary, counseling office or evening administrator. It may be possible to provide alternative instruction if the authorities are informed in time, and we would like to be able to provide instruction for every scheduled session.

## **TRANSFER OPPORTUNITIES**

The Commission on Higher Education for the State of South Carolina coordinates post-secondary education in public-supported institutions, including policies and procedures for students and their course credits transferring among these institutions. The Commission's policies and procedures and Piedmont's transfer information follow. For more information regarding transfer, students may access on the Internet the Commission's home page at <http://www.che400.state.sc.us> or Piedmont Technical College's home page at [www.ptc.edu](http://www.ptc.edu).

### **General Information**

Piedmont Technical College's transfer opportunities can be the first step toward a four-year degree. The college strives to make transfer to a four-year university or college an attractive and barrier-free option for graduates.

The college offers two-year associate's degrees in arts and science that allow students to smoothly transfer to all public universities in the state as well as many private colleges. The section on Arts and Science Curricula contains more information on these transfer opportunities. Special transfer opportunities are also available for students entering the business, engineering technology, criminal justice, commercial art, nursing and human service programs. Information on these opportunities is briefly summarized in this section, as well as in each program's narrative section in the catalog. Piedmont has established joint admission programs with Lander University, Newberry College and USC-Aiken. Information on these programs is also contained in this section. Students wishing to transfer to senior institutions after completing their degrees at Piedmont should indicate this desire to their academic advisors in order to receive appropriate advisement. It is the student's responsibility to obtain a catalog from the four-year college or



university that he or she plans to attend and to review the transfer policies of that institution. Students should also review the degree requirements carefully for the major they intend to complete at the senior institution. All four-year public senior institutions in South Carolina have transfer course equivalence guides for transfer students to use when scheduling courses from a technical college. These guides may be obtained directly from the senior institution, from the senior institution's Web site, or from Piedmont's transfer coordinator.

The Transfer Coordinator at Piedmont Technical College is located on the Lex Walters Campus-Greenwood. The transfer coordinator's role is to assist all students and academic advisors with transfer questions and concerns.

### **Coordinated Transfer Program and other Educational Partnership**

To enhance transfer opportunities for students, the college has established special transfer agreements with several senior public and private institutions. These agreements are described below:

#### **A. Joint Admissions and Parallel Advisement Programs**

The Joint Admissions Programs allow students to be jointly enrolled at Piedmont Technical College and Lander University or Newberry College. The Parallel Advisement Program with USC-Aiken allows students to receive parallel advisement from advisors at USC-Aiken while completing their associate's degrees at Piedmont Technical College. Students in these programs must meet Piedmont's admission requirements and the transfer requirements of the senior institutions. These programs allow students to complete two-year associate's degrees at Piedmont and transfer smoothly to Lander University, Newberry College or USC-Aiken to obtain baccalaureate degrees. The main benefits of these programs include one admission fee (Piedmont's), free transcripts from Piedmont to the senior institution, coordinated advisement between Piedmont and the senior institutions, opportunities to take courses at the senior institutions while enrolled at Piedmont and other institutionally-coordinated opportunities. Students wishing to enroll in one of these Joint Admissions Programs should inform their academic advisors upon admission to Piedmont or contact Piedmont's Transfer Coordinator. Financial aid recipients should contact the Financial Aid Office to determine eligibility while enrolled in a joint program.

#### **B. Specific Program Transfer Opportunities**

Piedmont offers program transfer opportunities with many institutions in the state. These opportunities are briefly described below and on the following pages. For more information, contact the department head or program coordinator listed in the catalog directory for the specific program at Piedmont. Students that are considering transferring to a senior baccalaureate-granting university or college in South Carolina from an applied associate's degree program at PTC should alert their academic advisors and inquire about course substitutions that are approved for transfer in their programs. ENG 101: English Composition I, ENG 102: English Composition II, and PSY 201: Introduction to Psychology are usually valid substitutions for English and psychology requirements in most applied programs and these courses will transfer to all senior public universities or colleges in South Carolina. A complete list of all technical college courses transferable to public senior institutions in South Carolina appears on page 42 in the catalog.

#### **Electronic/Mechanical Engineering Technology**

Electronic Engineering Technology or Mechanical Engineering Technology graduates may transfer directly into South Carolina State University's bachelor of science degree program in Engineering Technology or Mechanical Engineering Technology. Students can complete S.C. State's B.S. E.E.T. or B.S. M.E.T. during the evenings on the Piedmont Technical College campus.

#### **Engineering Technology/Industrial Technology/General Technology**

Piedmont graduates of Electronic Engineering Technology, Industrial Technology or General Technology may transfer directly into Lander University's Interdisciplinary Studies program (IDS) and earn bachelor's degrees.

#### **Commercial Art**

Graduates of Commercial Art and General Studies may transfer directly into Lander University's Visual Arts program to earn bachelor's degrees.

#### **Business/Computer Technology**

Students earning degrees in Business or Computer Technology can transfer to Lander University, Limestone College or Southern Wesleyan University.

#### **Criminal Justice/Human Services**

Students earning public service degrees with majors either in Criminal Justice or Human Services

may transfer smoothly into Limestone's B.A. in Social Work or B.A. in Counseling and Human Services or S.C. State's Bachelor of Social Work.

### **Nursing (ADN)**

Students earning associate's degrees in health science with majors in Nursing (ADN) can transfer into bachelor's degree nursing or other health-related degree programs at Lander University, University of South Carolina at Aiken, University of South Carolina at Spartanburg's Mary Black School of Nursing and Medical University of South Carolina (MUSC).

### **Additional Transfer Opportunities**

#### **Clemson University**

Associate's degree graduates in Business and Information Technology, Computer Technology, Engineering Technology, Health Science, Industrial Technology or Public Service who complete their degrees with GPAs of 2.5 or higher may apply for transfer admission to Clemson University in Technology and Human Resource Development as majors in the Customized Training and Development option of the Bachelor of Science in Technology and Human Resource Development degree program.

#### **Franklin University**

Piedmont Technical College has become a member of a Community College Alliance program with Franklin University. The Alliance offers seven Bachelor of Science degree completion programs online in Business Administration, Computer Science, Digital Communication, Health Care Management, Management Information Sciences, Public Safety Management, Management Information Sciences, Public Safety Management and Technical Management. This program accepts Piedmont Technical College's entire associate's degree and then allows students to take core courses at Piedmont, leaving final classes to be taken online through Franklin University.

Students are encouraged to consult the catalog or contact the admissions office of the senior institution where they wish to transfer for specific information and to learn of transfer opportunities that may exist with two-year colleges.

### **C. Articulated Programs with Greenville Technical College**

One Plus One (1+1) sequential programs with Greenville Technical College are available in the Physical Therapy Assistant, Dental Hygiene, Health

Information Management and Occupational Therapy Assistant programs during fall and spring terms. Course work for these programs is divided into two portions. The first year includes all general education and related course requirements. These courses can be taken at Piedmont Technical College. Upon successful completion of the first year, attending career talk at Greenville Technical College and meeting observational requirements, students are eligible to apply for Phase II of the program, which includes all major courses. Phase II is taught at Greenville Technical College.

### **D. TECH PREP**

The Piedmont Area Consortium for Tech Prep, a business-education partnership, includes the 10 school districts in Abbeville, Edgefield, Greenwood, Laurens, McCormick, Newberry and Saluda counties, area business and industry leaders and Piedmont Technical College. The consortium is a collaborative effort to implement preparation for technology programs of study in area schools, providing linkages to area employers and to post-secondary programs of study. New developments in technology are rapidly changing the workplace. Tech Prep combines a strong secondary and post-secondary education to prepare students for mid- and high-level technology careers in the 21st century. Students completing a strong academic and technical program will be well prepared to enter full-time employment or pursue postsecondary education options.

## **CHE State Policies and Procedures**

### **Background**

Section 10-C of the South Carolina School-to-Work Transition Act (1994) stipulates that the Council of College and University Presidents and the State Board for Technical and Comprehensive Education, operating through the Commission on Higher Education, shall develop better articulation of associate's and baccalaureate degree programs. To comply with this requirement, the commission, upon the advice of the Council of Presidents, established a Transfer Articulation Policy Committee composed of four-year institutions' vice presidents for academic affairs and the Associate Director for Instruction of the State Board for Technical and Comprehensive Education. The principal outcomes derived from the work of that committee and accepted by the Commission on Higher Education on July 6, 1995, were:

- An expanded list of 74 courses which will transfer to four-year public institutions of South Carolina

from the two-year public institutions;

- A statewide policy document on good practices in transfer to be followed by all public institutions of higher education in the State of South Carolina, which was accepted in principle by the Advisory Committee on Academic Programs and the Commission;
- Six task forces on statewide transfer agreements, each based in a discipline or broad area of the baccalaureate curriculum.

In 1995 the General Assembly passed Act 137 which stipulated further that the South Carolina Commission on Higher Education "notwithstanding any other provision of law to the contrary, shall have the following additional duties and functions with regard to the various public institutions of higher education." These duties and responsibilities include the Commission's responsibility "to establish procedures for the transferability of courses at the undergraduate level between two-year and four-year institutions or schools." This same provision is repeated in the legislation developed from the Report of the Joint Legislative Study Committee, which was formed by the General Assembly and signed by the Governor as Act 359 of 1996.

Act 137 directs the Commission to adopt procedures for the transfer of courses from all two-year public to all four-year public institutions of higher education in South Carolina. Proposed procedures follow. Unless otherwise stated, these procedures shall become effective immediately upon approval by the Commission and shall be fully implemented, unless otherwise stated, by September 1, 1997.

### **Statewide Articulation of 74 Courses**

1. The Statewide Articulation Agreement of 74 courses already approved by the South Carolina Commission on Higher Education for transfer from two- to four-year public institutions (see list of 74 transferrable courses on page 42) shall be applicable to all public institutions, including two-year institutions and institutions within the same system. In instances where an institution does not have courses synonymous to ones on this list, it shall identify comparable courses or course categories for acceptance of general education courses on the statewide list.

### **Admissions Criteria, Course Grades, GPA's, Validations**

2. All four-year public institutions shall issue annually in August a transfer guide covering at least the following items:
  - a. The definition of a transfer student and requirements for admission both to the

institution and, if more selective, requirements for admission to particular programs.

- b. Limitations placed by the institution or its programs for acceptance of standardized examinations (e.g., SAT, ACT) taken more than a given time ago, for academic course work taken elsewhere, for course work repeated because of failure, for course work taken at another institution while the student is academically suspended at his or her home institution, and so forth.
- c. Institutional and, if more selective, programmatic maximums of course credits allowable in transfer.
- d. Institutional procedures used to calculate student applicants' GPA's for transfer admission. Such procedures shall describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated; and they shall also describe whether all course work taken prior to transfer or just course work deemed appropriate to the student's intended four-year program of study is calculated for purposes of admission to the institution and/or programmatic major.
- e. Lists of all courses accepted from each technical college (including the 74 courses in the Statewide Articulation Agreement) and the course equivalencies (including "free elective" category) found at the home institution for the courses accepted.
- f. Lists of all articulation agreements with any public South Carolina two-year or other institution of higher education, together with information about how interested parties can access these agreements.
- g. Lists of the institution's Transfer Office(s) personnel together with telephone and FAX numbers and office addresses.
- h. Institutional policies related to "academic bankruptcy" (i.e., removing an entire transcript or parts thereof from a failed or underachieving record after a period of years has passed) so that re-entry into the four-year institution with course credit earned in the interim elsewhere is done without regard to the student's earlier record.
- i. "Residency requirements" for the minimum of hours required to be earned at the institution for the degree.

3. Course work (individual courses, transfer blocks, statewide agreements) covered within these procedures shall be transferable if the student has completed the course work with a grade of "C" (2.0 on a 4.0 scale) or above, but transfer of grades does not relieve the student of the obligation to meet any GPA requirements or other admissions requirements of the institution or program to which application has been made.
  - a. Any four-year institution which has institutional or programmatic admissions requirements for transfer students with cumulative grade point averages (GPA's) higher than 2.0 on a 4.0 scale shall apply such entrance requirements equally to transfer students from regionally accredited South Carolina public institutions regardless of whether students are transferring from a four-year or two-year institution.
  - b. Any multi-campus institution or system shall certify by letter to the Commission that all course work at all of its campuses applicable to a particular degree program of study is fully acceptable in transfer to meet degree requirements in the same degree program at any of its other campuses.
4. Any course work (individual courses, transfer blocks, statewide agreements) covered within these procedures shall be transferable to any public institution without any additional fee and without any further encumbrance such as a "validation examination," "placement examination/instrument," "verification instrument" or any other structure, notwithstanding any institutional or system policy, procedure or regulation to the contrary.
  - students only. Secondary education majors and students seeking certification who are not majoring in teacher education should consult the Arts, Humanities and Social Sciences or the Math and Science transfer blocks, as relevant, to assure transferability of course work.
  - Nursing: By statewide agreement, at least 60 semester hours shall be accepted by any public four-year institution toward the baccalaureate completion program (BSN) from graduates of any South Carolina public associate's degree program in nursing (ADN), provided that the program is accredited by the National League of Nursing and that the graduate has successfully passed the National Licensure Examination (NCLEX) and is a currently licensed Registered Nurse. Refer inquiries to the dean of nursing at each four-year university and program chair at each two-year institution. (NOTE: For complete information about these statewide transfer blocks, see Transfer Blocks Information.)
6. Any "unique" academic program not specifically or by extension covered by one of the statewide transfer blocks/agreements listed in #4 above shall either create its own transfer block of 35 or more credit hours with the approval of CHE staff or shall adopt either the Arts/Social Science/Humanities or the Science/Mathematics block by September 1996. The institution at which such program is located shall inform the staff of the CHE and every institutional president and vice president for academic affairs about this decision. Clemson University maintains transfer blocks for the following baccalaureate majors that are unique in South Carolina: Landscape Architecture, Construction Science and Management, Fine Arts, Design (B.S. and B.A.), Graphics Communications, Textile Chemistry, Textile Science and Textile Management. Contact the Director of Admissions at Clemson for complete information on each of these blocks.)

#### **Transfer Blocks, Statewide Agreements, Completion of the AA/AS Degree**

5. The following Transfer Blocks/Statewide Agreements taken at any two-year public institution in South Carolina shall be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four-year degree programs, as follows:
  - Arts, Humanities and Social Sciences: Established curriculum block of 46-48 semester hours
  - Business Administration: Established curriculum block of 46-51 semester hours
  - Engineering Technology: Established curriculum block of 33 semester hours
  - Science and Mathematics: Established curriculum block of 51-53 semester hours
  - Teacher Education: Established curriculum block of 38-39 semester hours for Early Childhood, Elementary and Special Education
7. Any student who has completed either an Associate of Arts or Associate of Science degree program at any public two-year South Carolina institution which contains within it the total course work found in either the Arts, Humanities and Social Sciences Transfer Block or the Science and Mathematics Transfer Block shall automatically be entitled to junior level status or its equivalent at whatever public senior institution to which the student might have been admitted. (Note: As agreed by the Committee on Academic Affairs, junior status applies only to campus activities such as priority order for registration for courses, residence hall



assignments, parking, athletic event tickets, etc. and not in calculating academic degree credits.)

#### **Related Reports and Statewide Documents**

8. All applicable recommendations found in the Commission's report to the General Assembly on the School-to-Work Act (approved by the Commission and transmitted to the General Assembly on July 6, 1995) are hereby incorporated into the procedures for transfer of coursework among two- and four-year institutions. For copies of this document, contact the Division of Academic Affairs and Student Services at the Commission on Higher Education at (803) 737-2245.
9. The policy paper entitled *State Policy on Transfer and Articulation*, as amended to reflect changes in the numbers of transfer blocks and other Commission action since July 6, 1995, is hereby adopted as the statewide policy for institutional good practice in the sending and receiving of all course credits to be transferred. For copies of this document, contact the Division of Academic Affairs and Student Services at the Commission on Higher Education at (803) 737-2245.

#### **Assurance of Quality**

10. All claims from any public two- or four-year institution challenging the effective preparation of any other public institutions course work for transfer purposes shall be evaluated and appropriate measures shall be taken to reassure that the quality of the course work has been reviewed and approved on a timely basis by sending and receiving institutions alike. This process of formal review shall occur every four years through the staff of the Commission on Higher Education, beginning with the approval of these procedures.

#### **Statewide Publication and Distribution of Information on Transfer**

11. The staff of the Commission on Higher Education shall print and distribute copies of these procedures upon their acceptance by the Commission. The staff shall also place this document and the appendices on the Commission's home page on the Internet under the title "Transfer Policies."
12. By September 1 of each year, all public four-year institutions shall on their own home page on the Internet under the title "Transfer Policies":
  - a. Print a copy of this entire document (without appendices.)
  - b. Print a copy of their entire transfer guide.
  - c. Provide to the staff of the Commission in satisfactory format a copy of their entire transfer guide for

placing on the Commission's home page on the Internet. (See Institutional Transfer Guides)

13. By September 1 of each year, the staff of the State Board for Technical and Comprehensive Education shall on its home page on the Internet under the title "Transfer Policies":
  - a. Print a copy of this document (without appendices).
  - b. Provide to the Commission staff in format suitable for placing on the Commission's home page of the Internet a list of all articulation agreements that each of the 16 technical colleges has with public and other four-year institutions of higher education, together with information about how interested parties can access those agreements.
14. Each two-year and four-year public institutional catalog shall contain a section entitled "TRANSFER: STATE POLICIES AND PROCEDURES." Such section at a minimum shall:
  - a. Publish these procedures in their entirety (except appendices).
  - b. Designate a chief transfer officer at the institution who shall:
    - provide information and other appropriate support for students considering transfer and recent transfers
    - serve as a clearinghouse for information on issues of transfer in the State of South Carolina
    - provide definitive institutional rulings on transfer questions for the institution's students under these procedures
    - work closely with feeder institutions to assure ease in transfer for their students
  - c. Designate other programmatic transfer officer(s) as the size of the institution and the variety of its programs might warrant.
  - d. Refer interested parties to the institutional Transfer Guide.
  - e. Refer interested parties to the institution's and the Commission on Higher Education's home pages on the Internet for further information regarding transfer.
15. In recognition of its widespread acceptance and use throughout the United States, SPEEDE/EXPRESS should be adopted by all public insitutions and systems as the standard for electronic transmission of all student transfer data.
16. In conjunction with the colleges and universities, develop and implement a statewide Transfer Equivalency Database at the earliest opportunity.

### Development of Common Course System

17. Adopt a common statewide course numbering system for common freshman and sophomore courses of the technical colleges, two-year regional campuses of the University of South Carolina and the senior institutions.
18. Adopt common course titles and descriptions for common freshman and sophomore courses of the technical colleges, two-year regional campuses of the University of South Carolina and the senior institutions. The Commission will convene statewide disciplinary groups to engage in formal dialogue for these purposes.

## TECHNICAL COLLEGE COURSES TRANSFERABLE TO PUBLIC SENIOR INSTITUTIONS (CHE'S LIST OF 74)

ACC 101 Accounting Principles I  
ACC 102 Accounting Principles II  
ART 101 History and Appreciation of Art  
AST 101 Solar System Astronomy  
AST 102 Stellar Astronomy  
BIO 101 Biological Science I  
BIO 102 Biological Science II  
BIO 210 Anatomy and Physiology I  
BIO 211 Anatomy and Physiology II  
CHM 110 College Chemistry I  
CHM 111 College Chemistry II  
CHM 112 College Chemistry II  
CHM 211 Organic Chemistry I  
CHM 212 Organic Chemistry II  
ECO 210 Macroeconomics  
ECO 211 Microeconomics  
ENG 101 English Composition I  
ENG 102 English Composition II  
ENG 201 American Literature I  
ENG 202 American Literature II  
ENG 203 American Literature Survey  
ENG 205 English Literature I  
ENG 206 English Literature II  
ENG 208 World Literature I  
ENG 209 World Literature II  
ENG 214 Fiction  
ENG 218 Drama  
ENG 222 Poetry  
ENG 230 Women in Literature  
ENG 260 Advanced Technical Communications  
FRE 101 Elementary French I  
FRE 102 Elementary French II  
GER 101 Elementary German I

GER 102 Elementary German II  
HIS 101 Western Civilization to 1689  
HIS 102 Western Civilization Post 1689  
HIS 201 American History: Discovery to 1877  
HIS 202 American History: 1877 to Present  
MAT 110 College Algebra  
MAT 111 College Trigonometry  
MAT 120 Probability and Statistics  
MAT 122 Finite College Mathematics  
MAT 130 Elementary Calculus  
MAT 140 Analytical Geometry and Calculus I  
MAT 141 Analytical Geometry and Calculus II  
MAT 240 Analytical Geometry and Calculus III  
MAT 242 Differential Equations  
MUS 105 Music Appreciation  
PHI 101 Introduction to Philosophy  
PHI 105 Introduction to Logic  
PHI 110 Ethics  
PHI 115 Contemporary Moral Issues  
PHY 201 Physics I  
PHY 202 Physics II  
PHY 221 University Physics I  
PHY 222 University Physics II  
PHY 223 University Physics III  
PSC 201 American Government  
PSC 215 State and Local Government  
PSY 201 Introduction to Psychology  
PSY 208 Human Sexuality  
PSY 212 Abnormal Psychology  
SOC 101 Introduction to Sociology  
SOC 102 Marriage and the Family  
SOC 205 Social Problems  
SOC 206 Social Psychology  
SOC 210 Juvenile Delinquency  
SOC 220 Sociology and the Family  
SOC 235 Thanatology  
SPA 101 Elementary Spanish I  
SPA 102 Elementary Spanish II  
SPC 205 Public Speaking  
SPC 210 Oral Interpretation of Literature  
THE 101 Introduction to Theatre

The S.C. Commission on Higher Education's Transfer Policy states that these courses are approved to transfer to any senior public institution in the state. Many private colleges in the state also accept them.

NOTE: Individual college transfer guidelines list other courses that are approved for transfer besides those that are listed on CHE's transfer list.

## **DEGREES AND DIPLOMAS**

Associate's degrees are awarded to students for the successful completion of all requirements in the following curricula: Associate in Business, with electives in one of the following: Accounting, General Business, Business Management, Office Management; Associate in Business with a major in Office Systems Technology; Associate in Computer Technology with a major in Computer Technology; Associate in Public Service with a major in Human Services; Associate in Public Service with a major in Criminal Justice; Associate in Health Sciences with a major in Radiologic Technology, Nursing or Respiratory Care; Associate in Engineering Technology with a major in Electronic Engineering Technology, Engineering Graphics Technology or Mechanical Engineering Technology; Associate in Industrial Technology with a major in Automotive Technology, Building Construction Technology, General Technology, Heating, Ventilation and Air Conditioning Technology, Industrial Electronics Technology or Machine Tool Technology.

Diplomas are awarded to students for successful completion of all requirements in the following curricula: Automated Office, Machine Tool, Practical Nursing, Surgical Technology and Welding.

Piedmont Technical College offers numerous certificates designed to meet specific needs of students and employers in the seven-county service area. A certificate is designed as an independent award. Many certificates may be used as components of diplomas or associate's degrees that are currently approved for the college. Certificates are offered in the areas of General Studies, Business, Commercial Art, Computer Technology, Health Science, Public Service, Building Construction Technology and Industrial Technology.

## **GENERAL EDUCATION**

General Education at Piedmont Technical College provides supportive instruction for all technology degree, diploma and certificate programs. General Education courses are also available to students who are upgrading skills or pursuing interest areas or personal enjoyment.

Courses in General Education are designed not only to give students the necessary foundation, knowledge and skills for completing courses in a technical specialty, but also to better prepare them to be active, interested and useful members of the community. Developmental courses are available in math, composition, science and reading for students who want to strengthen skills in these areas.

Skills learned in General Education courses help students to:

- solve problems
- understand human relationships
- think effectively and logically
- appreciate today's technologies
- communicate ideas
- evaluate information

## **LENGTH OF PROGRAMS**

Most associate's degree programs are normally completed in a period of two academic years—an academic year for degree programs (two 16-week semesters and a 10-week summer term).

Since Piedmont recognizes transfer of credit from other institutions of higher learning and gives advanced standing to certain graduates, students may complete some educational programs in less time than the normal schedule requires.

Because of the reduced time frame for scheduling evening courses, completion of degrees and diplomas requires additional time for the full-time evening student. Diplomas may be earned in three to five terms. An associate's degree program is normally completed in six to nine terms.

Students are encouraged to enroll during any academic term, but it is recommended that they check with advisors on specific course schedules. The scheduling of all courses is contingent upon reaching minimum enrollment levels.

## ENGLISH FLUENCY IN HIGHER EDUCATION ACT

All instructional faculty members (full-time and adjunct) whose second language is English are required to write and speak fluently in the English language according to the English Fluency in Higher Education Act. Piedmont Technical College reports annually to the State Board for Technical and Comprehensive Education a summary of any grievances filed by students under the provisions of this act. An English Fluency Evaluation Committee has been established at Piedmont to hear grievances filed by students for faculty members who do not meet the requirements of this act. Once a grievance has been filed, the instructor will be referred to the committee within 30 days for proficiency evaluation, using the procedures and methods described in Institutional Directive 8-31, Section B.

## STUDENT RIGHT TO KNOW (Student Persistence Rate)

In 1996-99, the persistence rate for students who entered Piedmont Technical College on a full-time basis was 70 percent. This figure includes those students who are still enrolled, those who received a degree, diploma or certificate at Piedmont Technical College, as well as some students who transferred.





# *Student & Academic Development*



## STUDENT DEVELOPMENT

The mission of the Student Development Division is to design and implement support systems that will foster the growth and development of the whole student and enable the college to become a more effective educational community. In collaboration with faculty, staff and administration, the division is responsible for providing valuable programs and services to complement the educational process and meet the life skill needs of students.

In keeping with the college's commitment to excellence, the Student Development Division strives to offer quality services to all students. With this goal in mind, the division routinely assesses students' experiences as well as their impressions of the college through surveys and questionnaires. This information is used to improve services on a continuing basis.

## STUDENT SUCCESS CENTER

The Student Success Center, located in Room 101-A, is committed to providing career, educational and personal development opportunities to its customers on the Lex Walters Campus-Greenwood, as well as at all county centers, in an effective and time-efficient manner. This is accomplished through a variety of support services that facilitate successful outcomes. For more information, please call (864) 941-8614 or check the college Web site at [www.ptc.edu](http://www.ptc.edu).

### Career Planning

Choosing a particular career path can be a difficult decision. Students should evaluate their own interests, abilities and goals before investing time and money in a particular program of study. They should also be fully informed as to job opportunities, starting salaries and training required. An hour-long session, Pathways to Careers helps prospective students learn about the different Piedmont curricula and allows students to take interest inventories that may lead to the appropriate career direction. The process may include using occupational outlook information, interest and personality inventories, career planning workshops and individual counseling sessions. Call (864) 941-8614 for more information and to register.

### Counseling Services

Academic, personal and career counseling services are offered on an ongoing basis. Professional counselors are available to assist students with attendance problems, academic probation counseling, personal concerns and to provide tips on study skills, time management and a variety of topics. Referrals to

other agencies are sometimes made for additional information to assist students.

### Student Disability Services

Appropriate and reasonable accommodations are available to assist any student who has a documented disability while attending Piedmont Technical College. Identification of such students may be made by the individual student to the designated counselor. The college is committed to providing equal access and opportunity to all students so that each might realize his or her full potential.

Confidentiality of a student's disability is maintained in accordance with the Family Educational Rights and Privacy Act of 1976, which restricts the college's release of certain records without the written consent of the student. Also in accordance with federal laws and regulations, ramps, reserved parking spaces, curbs-cuts, public restrooms and elevators are available for easy accessibility to students who are disabled.

This program also provides a wide range of academic services to help students reach their academic goals. Such accommodations may include working with instructors to ensure an accessible, integrated environment; referral for a diagnostic evaluation; information for obtaining taped textbooks; registration assistance; and other appropriate accommodations on the basis of the disability.

### Student Employment Services

It is the policy of Piedmont Technical College to provide employment services to all current and former students. Priority of services is given to recent graduates of the college and to those students nearing completion. Current students are encouraged to visit the One Stop Workforce Center in Room 137-A for information on part-time employment. Required procedures for services are (1) complete an application for services, (2) authorize release of information to prospective employers and (3) maintain a current resume on file. Graduate placement files may also include a Piedmont transcript, curriculum outline and faculty evaluation forms. The student/graduate placement file remains active for one year.

Services provided include:

1. Notification of job openings to students and graduates who are in active status.
2. Representatives from government, business and industry on campus to conduct employment interviews.
3. The annual Employers Day is held during the spring term. This event informs students of the various types of career opportunities and allows faculty, staff and students to interact with company representatives.

4. Assistance with job-search strategies, resume preparation and interviewing skills.

Although the student employment services office cannot guarantee anyone a job, all efforts are made to assist students as much as possible. Students should always remember that employers are looking for well-rounded individuals who will be dependable, effective and responsible employees. Grade point average and college involvement are also very important.

### **Women's Grants Services**

When grant funds are available, assistance is provided to those students who qualify. Eligible students include single parents, displaced homemakers and students enrolled in nontraditional courses of study. Services include tuition assistance, child care assistance, support groups, regular counseling sessions and self-development seminars.

## **TRIO PROGRAMS**

### **Academic Advantage**

The purpose of Academic Advantage, a TRIO federal grant program, is to assist eligible Piedmont Technical College students in achieving their educational goals for graduation and/or transferring to four-year educational institutions. The program provides a variety of free support services to enrolled students, including:

- tutoring
- academic counseling
- career planning
- cultural activities
- four-year transfer assistance
- assistance to students with disabilities

More than 150 students are served annually by this program. Information can be obtained in the Academic Advantage Office, located in 101-A or by telephone at (864) 941-8385.

### **Educational Talent Search**

The Educational Talent Search program at Piedmont encourages and assists 800 selected youth and adults who are entering or reentering the appropriate educational institution. The project, funded by a TRIO federal grant, serves residents of the seven supporting counties. Services are provided in the areas of career counseling, college admissions counseling and financial aid application. The Talent Search staff works closely with public school counselors to arrange for the delivery of services. More information may be obtained from the Educational Talent Search Office in 114-F or by calling (864) 941-8383.

### **Upward Bound**

Also funded by a TRIO federal grant, the Upward Bound program at Piedmont Technical College encourages and assists selected youths in completing high school and entering the colleges of their choice. Services include supplementary instruction, academic advisement, cultural enrichment and counseling services to 60 high school students in Abbeville County, McCormick County and Greenwood School Districts 50, 51 and 52. Staff members work closely with public school counselors and teachers to identify participants and to arrange for the delivery of services. More information can be obtained in the Upward Bound Office in 114-F or by calling (864) 941-8608.

## **LEARNING SUPPORT SERVICES**

The Teaching and Learning Center, located on the first floor of the Marion P. Carnell Library/Learning Resources Center, provides a variety of services and opportunities to enhance student learning and success at the college and in the pursuit of life goals. A primary goal of the center is to assist both students and faculty in the development and acquisition of the general competencies recommended for all graduates. The center provides continuous learning support for students from their first to their last term.

### **Assessment Center**

Student assessment is part of the college's educational program. All applicants to associate's degree and diploma programs complete the ASSET or COMPASS placement testing, which is a complete educational planning program that includes skills assessment in the areas of language usage, reading and mathematics. Using the results, counselors and advisors are able to place students in courses in which they will be able to achieve their personal and professional educational goals.

College instructors frequently require their students to take their course tests in the assessment center, either at scheduled times or on a drop-in basis.

### **Developmental and Pre-college Courses**

A broad range of developmental and pre-college courses provides students the opportunity to improve academic skills in writing, reading, math and study skills to facilitate success in their chosen curricula or to upgrade for any purpose. Students may enroll in a combination of pre-college and curriculum courses based on advisors' recommendations. Emphasis is on advisement, progress monitoring, development of organizational and thinking skills and career selection, as well as adjustment to the college environment.

### **Computer Assisted Instruction Lab**

In addition to structured pre-college courses and tutoring, a computer assisted instruction (CAI) lab is open to all students who wish to drop in for reinforcement of a specific skill area. The center has a network system providing instruction in vocabulary, reading comprehension, grammar, writing, spelling and mathematics at all levels.

Instructors who teach outside the center frequently provide software support programs for their courses and encourage students to use them for reinforcement.

Computers may be used for composing, editing and printing essays and reports. Both CAI support and videotapes for basic algebra are available.

### **Tutoring**

Free tutoring services are offered to students for most academic courses. Tutoring is provided by community members and peer tutors to fit both day and evening class schedules. Students desiring tutoring may schedule sessions with the tutor coordinator in the G-Building.

## **LIBRARY**

The Piedmont Technical College Library extends its resources and services far beyond its physical walls. Whether gathering resources in the library, at a county center or via the Internet, users will discover a vast pool of quality information and easy access to librarians for services and support. By supplying resources and services, the library strives to fulfill its vision of assisting each student in achieving his or her greatest potential within the educational programs of the college and stimulating a lifelong desire for knowledge, information literacy and learning within each of its patrons.

### **Resources**

The library's innovative, Web-based computer catalog allows users located anywhere in the world to learn about more than 30,000 books and audiovisual materials in the library. The library also provides access to numerous online databases that connect searchers to citations and full text articles from thousands of periodical sources. In addition to the electronic resources, students may use more than 300 magazine, journal and newspaper titles to which the library subscribes.

### **Services**

Because the library aims to do all that it can to provide students with the information that they need, the library will place reserves on checked-out books, will submit Interlibrary Loan requests to other libraries for materials, will send materials to county centers for student convenience and will also provide library instruction—both on the Lex Walters Campus-Greenwood and at the county centers—to help students make the best use of resources. The library has also established agreements with several other area libraries so that Piedmont students may enjoy borrowing privileges throughout the seven-county area.

The library Web pages, a part of the college Web site, provide a wealth of full-text and full-image information for traditional and distance learning students. Piedmont is a participant in the state DISCUS project, providing thousands of resources for distance learners via the Internet. The college library online catalog is available via the Internet at the Web site, as well as research assistance for distance students. The library URL is: <http://www.ptc.edu/library>.

### **Environment**

The Piedmont library wants every person's visit to be as pleasant and convenient as possible. A bright and spacious environment offers a comfortable setting for research, study and pleasure reading while study rooms and audio-visual rooms are available for group learning and study. The library also houses equipment such as public research computers, laser printer, photocopier, microfilm reader, typewriter and fax machine to help students make the best use of their study time.

The Piedmont library is available to all students, college faculty and staff and residents of Piedmont Technical College's seven-county service area. Obtaining a student library card is as simple as presenting an official class schedule to the library staff. Community Borrower Cards are available to the public at no charge with the presentation of appropriate identification. The library staff invites every student to pay a visit to the library and take advantage of all that it has to offer.



# *Student Life*



## STUDENT ACTIVITIES

The Student Development Division offers many opportunities for student interaction and involvement outside the classroom. These activities are designed to complement the academic and career programs.

Through the Student Activities Office, located in the Student Success Center in Room 101-A, educational, cultural and social events are sponsored throughout the year. Activities have included holiday events, Fall Convocation and Back-to-School Bash, Spring Activities Day, recreational trips (skiing, hiking, etc.) and participation in community projects. The cultural life of the college is enhanced by programs that focus on the diversity of the student body (i.e., black history, women's programs). Works by student and community artists are exhibited in the library. For more information, please call (864) 941-8388 or check the college Web site at [www.ptc.edu](http://www.ptc.edu).

### Inter-Club Council

Students have a voice in campus affairs through the Inter-Club Council. The ICC is a Piedmont Technical College organization composed of one representative of each active and approved student club and organization. The purpose of ICC is threefold: to provide input to the administration and give students a voice in the governance of the college; to help plan events and activities for students; and to provide leadership opportunities for members and other students. The executive committee of the Inter-Club Council serves on the President's Advisory Committee.

### Leadership Development

Leadership opportunities abound at Piedmont. In addition to involvement in clubs and organizations, students can attend seminars and workshops sponsored by the Inter-Club Council or attend the Leadership Retreat. Held each fall at Camp Fellowship in Greenwood, this weekend retreat is for students interested in developing their leadership skills and potential. Other leadership opportunities include Presidential Ambassadors and Peer Advisors. Contact the Student Success Center for more information.

### Presidential Ambassadors

Second-year students selected to represent Piedmont Technical College, Presidential Ambassadors are chosen on the basis of their leadership ability, academic achievement, college involvement and their desire to assist other students.

Presidential Ambassadors represent the college at various functions on and off campus each year.

### Peer Advisor/Service Learner Program

The Peer Advisor and Service Learner Programs at Piedmont Technical College provide a comprehensive approach to the working concepts of students helping students and students providing service to the college at-large. A peer advisor is a student who is recommended by the faculty in his or her curriculum and trained to serve students in that curriculum. Training may include topics such as listening, supporting, referral procedures and intervention. A service learner is a second-year student, also recommended by faculty, who is given the opportunity to receive real-world experience in the workplace as well as experience in his or her major. It provides a win-win situation for both the student and Piedmont Technical College.

### Publications for Students

A Piedmont Technical College calendar containing important dates for registration, financial aid and campus events/activities is published each fall. The *Campus Connection* is a weekly bulletin that includes information on upcoming activities and events. It is available in various locations at the Lex Walters Campus-Greenwood and at county centers. Information is also displayed on television monitors placed across the Lex Walters Campus-Greenwood as well as at the Laurens County Higher Education Center.

### Campus Pipeline

Piedmont Technical College provides the Campus Pipeline Student Intranet to students, faculty and staff. Campus Pipeline uses the World Wide Web to keep users in constant touch with academic resources, e-mail, college news and reminders, online student services and the Internet at large. A student's account is created as soon as he or she is admitted to the college. To get instructions for logging in to Campus Pipeline, students should visit the college's Web site at [www.ptc.edu](http://www.ptc.edu).

### Intramural Sports

Piedmont offers a varied intramural sports program for all students. Teams are organized by curriculum. Games are played during the designated activity period. Sports have included flag football, volleyball, basketball and softball. Faculty/Staff vs. Students games are highlights of the intramural program.

## STUDENT ORGANIZATIONS

(Note: All student organizations meet during the designated activity period).

Clubs and organizations play an important role in the lives of the college community. They help students to develop leadership skills, promote interaction with professionals in the field, provide educational programs for the campus community and provide a social network for club members. Current clubs and organizations include:

**BRO-“Brothers Reaching Others”** - Open to all minority males and other interested students, this club promotes leadership skills and community service and supports and assists minority males in pursuing their goals.

**Christian Student Union** - Open to all students, faculty and staff, the club provides a ministry to individuals in the campus community and encourages Christian growth and outreach. Activities have included a flagpole prayer, national day of prayer celebration and regular fellowship meetings.

**Criminal Justice Club** - Open to all students in the criminal justice curricula, the Criminal Justice Club promotes the public service professions and provides an opportunity for networking and community service.

**Ebony Club** - Open to all students interested in issues facing African-American students, Ebony fosters leadership, campus and community involvement and stronger ties among students. Activities have included publication of a newsletter and sponsorship of on-campus celebrations.

**Funeral Services Club** - Open to all students interested in pursuing an education in funeral services. The club is designed to provide the students with the opportunity to attend regional and national conferences so that they may interact with professionals in funeral services and related fields. Visits to other funeral services and mortuary science schools are also featured.

**Horticulture Club** - Open to students pursuing certificates in horticulture landscape management and is affiliated with the American Society of Horticulture Science. It provides students with the opportunity to meet industry leaders, attend regional or national conferences and participate in campus activities through club involvement.

**International Club** - Open to all international students, faculty and staff and other interested persons, it encourages educational, social and communication skills. Activities have included regular fellowship and cultural sharing.

**Lambda Chi Nu** - Open to ADN students and graduates. The honor society recognizes academic and clinical excellence in nursing. Lambda Chi Nu sponsors a scholarship.

**LIBRA (Leaders in Business-Related Arts)** - Open to all students interested in commercial art professions. Activities have included community service with the Humane Society, assistance with flyers for other campus departments and clubs and an exhibition of students' work.

**Medical Assisting Club** - Open to all medical assisting students. Promotes the medical assisting profession and provides an opportunity for networking and community service.

**Phi Theta Kappa International Honor Society** - Open to students in associate's degree programs. Its four hallmarks are scholarship, leadership, fellowship and service. Activities have included assistance with the Hospice Festival of Trees, attendance at national and regional conventions, assistance with the Alumni Phonathon and participation in activities relating to the national honors topic.

**Piedmont Technical College Gospel Choir** - Open to all students with an interest in gospel music. The choir performs at local churches, schools and at on-campus events.

**Psi Beta Honor Society** - Open to students in the field of psychology. It involves students in numerous campus and community projects. Activities have included an Annual Faculty Appreciation Breakfast, Faculty Roast, challenge course and community service activities.

**Psychology Club** - Meeting in conjunction with Psi Beta, the Psychology Club is open to all students with an interest in the field of psychology. Recent projects have included a Faculty Roast and attendance at conventions.

**Rad Tech Club** - Open to all radiologic technology students. The club actively promotes the rad tech profession. Activities have included appreciation programs at local hospitals, attendance at regional conventions and visits by rad tech alumni to speak about the profession.

**Respiratory Care Club** - Open to respiratory care and pre-respiratory care students, this club promotes the profession and gives members the opportunity to connect with working professionals. Activities have included attendance at regional conventions and participation in campus and community service projects.

**STAT (Surgical Technology Activities Team)** - Open to all surgical technology and pre-surgical technology students. This club promotes the surgical technology profession through group interaction. Activities include appreciation weeks at area clinical facilities, service projects and attendance at national conventions.



**Student Nurses Association** - Open to ADN and pre-ADN students. Its purpose is to help in the professional development of the nursing student. Activities have included attending regional and national conventions and participation in Greenwood's Wellness Celebration, health fairs and other community service projects.

**Tau Alpha Pi** - An honor society, Tau Alpha Pi is open both to engineering technology students and graduates who achieve high academic standards. Members are involved in campus and community activities and are working to build a network of local business professionals.

**Writers' Club** - Open to all students, faculty and staff, the Writers' Club is a support group for people interested in writing. Members share writing in an informal setting.

### **Alumni Association**

All curriculum graduates of Piedmont are eligible for membership in the Alumni Association. This organization's goals are to aid the college in recruitment, to promote continued contacts and fellowship among the alumni and to provide the college with helpful follow-up information.

## **STUDENT RESPONSIBILITIES**

### **General Information**

1. Students are responsible for their personal equipment and property, as Piedmont does not assume responsibility for stolen articles. Equipment and cars should be kept locked at all times.
2. Students should enter faculty and business offices and storerooms only when authorized by faculty or staff personnel.
3. Students should advise their families and friends that they will be called out of class for a telephone call only in case of emergency. The courtesy telephones on campus are for the convenience of all students. Calls by students on office phones are not authorized.
4. Students are not to bring children to classes or labs nor leave children unattended while in classes or labs.
5. Tape and CD players are not allowed on campus. Cell phones, pagers and other electronic devices must be turned off when in class.
6. Students who withdraw from all classes will not be allowed continued access to the Student Center, the Canteen or to participate in college clubs or activities or to loiter on campus. I.D. cards will be checked by Public Safety or other officials.

7. Individuals wishing to place notices on the bulletin boards shall display information on an index card only. Cards can be obtained from the Student Activities Office in the A Building. All notices must have the approval of the Student Activities director and must include the date on the card. The card will be removed after 30 days. Other publicity such as posters and flyers must be approved through the Student Activities Office. For posters, materials shall not be posted on glass, vinyl, wood or painted surfaces of the buildings.

### **Policy for the Use of Alcohol and Other Drugs**

It is the policy of the South Carolina Technical College System to provide a drug-free, healthy, safe and secure work and educational environment. Employees and students are required and expected to report to work, class or student activities in appropriate mental and physical condition to meet the requirements and expectations of their respective roles.

The South Carolina Technical College System prohibits the unlawful manufacture, distribution, dispensation, possession or use of narcotics, drugs, other controlled substances or alcohol at the workplace and in the educational setting. Unlawful, for these purposes, means in violation of federal/state/local regulations, policy, procedures, rules, as well as legal statutes. Workplace means either on agency premises or while conducting agency business away from the agency premises. Educational setting includes both institutional premises or on approved educational sites off campus.

In order to prevent the consequences of alcohol and other drug abuse at the workplace and in the educational setting, the South Carolina Technical College System has implemented this policy to ensure a drug-free work and educational environment.

The South Carolina Technical College System recognizes that chemical dependency through use of controlled or uncontrolled substances, including alcohol, is a treatable illness. The agency supports and recommends employee and student rehabilitation and assistance programs and encourages employees and students to use such programs.

All locations will also implement drug-free awareness programs for employees and students. Such programs will annually ensure that employees and students are aware that:

1. Alcohol and other drug abuse at the workplace and in the educational setting is dangerous because it leads to physical impairment, loss of judgment, safety violations, the risk of injury, poor health or death. Information on health risks and effects of controlled substances and alcohol will be provided to students and employees.



2. Alcohol and other drug abuse can also significantly lower performance on the job and in the classroom, thus impacting the agency and the college mission as well as seriously affecting educational and career goals of the student.
3. Employees must report any personal conviction under a criminal drug statute for conduct at the workplace to the human resources office within five days.
4. It is a condition of employment and admission that all employees and students must abide by the policy on alcohol and other drug use as well as related procedures, statements, laws and guidelines. Violation of any provisions may result in disciplinary action up to and including termination or expulsion, respectively, and may have further legal consequences consistent with federal and state laws and regulations. Additionally, management may require an employee or student to enter an employee/student assistance or drug rehabilitation program as a condition of employment or enrollment.
5. Use of employee assistance programs (EAP), student assistance programs (SAP) or drug/alcohol rehabilitation is encouraged.

#### **Tobacco Use Policy**

It is the policy of Piedmont Technical College that tobacco products will not be permitted inside campus facilities.

Designated smoking locations are posted in the breezeway of each building.

#### **Use of Computers**

It is the policy of Piedmont Technical College to allow students to use the computer resources for educational purposes or for conducting college business, such as registration or processing financial aid applications. Students who use the computer resources for any other activity deemed to be inappropriate will be asked to suspend such activity. Continued inappropriate use may lead to disciplinary action according to the South Carolina Student Code.

#### **Dress and Personal Appearance**

Students are encouraged to use their own discretion and judgment in selection of clothing to be worn and personal appearance at the college. If, however, extreme styles of dress interfere with the educational process, appropriate attire will be suggested to the student. Each department head has the prerogative to require dress appropriate to the career field for which the student is preparing.

## **COLLEGE CODE OF CONDUCT**

It is a common goal of the faculty, staff, students and administration of Piedmont Technical College to foster a campus environment that is conducive to teaching, learning and personal development. All students and employees of PTC are expected to exhibit both in the classroom and throughout the campus values, attitudes and behaviors that nurture character and ethical behavior. These core values are respect, responsibility, honesty and self-discipline.

**Respect:** Showing regard, consideration and courtesy of the rights and feelings of students AND employees and conducting oneself in a mature, dignified manner.

**Responsibility:** Distinguishing between right and wrong and being held accountable for one's actions.

**Honesty:** Being truthful, respecting others' property and demonstrating integrity.

**Self-Discipline:** Controlling one's actions and attitudes so as not to inflict emotional and physical harm on others.

Piedmont Technical College students are expected to conduct themselves in a mature, dignified and honorable manner both inside and outside the college. Activities that are considered detrimental to the aims and objectives of the college may be cause for disciplinary action. All instructors, as well as administrators, have express authority for general supervision of student conduct. The associate vice president for Student Development will recommend methods of handling cases of alleged misconduct, according to the Student Code for the South Carolina Technical College System.

## **CHILDREN ON CAMPUS**

At this time, Piedmont Technical College is not able to offer child care services to students with children. As a result, students must make arrangements for child care while they are attending classes or working in labs. The presence of children in classes or labs is sometimes disruptive for the instructor and fellow classmates, and we want everyone to gain as much as possible from the educational experience at Piedmont. Thank you for helping to ensure the academic success of all of our students, including your own.

# ▼ The Student Code for the South Carolina Technical College System

## ◆ GENERAL PROVISIONS

### I. Principles

Technical college students are members both of the community at large and the academic community. As members of the academic community, students are subject to the obligations which accrue to them by virtue of this membership. As members of the larger community of which the college is a part, students are entitled to all rights and protection accorded them by the laws of that community.

By the same token, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instances, college discipline will be initiated only when the presence of the student on campus will disrupt the educational process of the college. However, when a student's violation of the law also adversely affects the college's pursuit of its recognized educational objectives, the college may enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the college whether or not their conduct violates the law. If a student's behavior simultaneously violates both college regulations and the law, the college may take disciplinary action independent of that taken by legal authorities.

The Student Code for the South Carolina Technical College System sets forth the rights and responsibilities of the individual student.

### II. Solutions of Problems

The college will seek to solve problems by internal procedures of due process. When necessary, off-campus law enforcement and judicial authorities may be involved.

In situations where South Carolina Technical Colleges have shared programs, the Chief Student Services Officer where the alleged violation of the Student Code for the South Carolina Technical College System occurred will handle the charges. A change of venue to the other college may be granted, based on the nature of the offense, provided it is agreed to by the Chief Student Services Officers of both colleges. Any sanctions imposed will apply across both colleges.

In situations where a student is dually enrolled in two or more South Carolina Technical Colleges and is charged with a violation of the Student Code for the South Carolina Technical College System,

the Chief Student Services Officer of the college where the alleged infraction occurred will handle the charges and the sanctions will apply only at the college where the infraction occurred.

### III. Definitions

When used in this document, unless the content requires other meaning,

- A. "College" means any college in the South Carolina Technical College System.
- B. "President" means the chief executive officer of the college.
- C. "Chief Student Services Officer" means the chief student services person at the college or his or her designee.
- D. "Student" means a person taking any course(s) offered by the college either full-time or part-time.
- E. "Instructor" means any person employed by the college to conduct classes.
- F. "SGA" means Student Government Association of the college.
- G. "Campus" means any place where the college conducts or sponsors educational, public service or research activities.
- H. "Violation of Law" means a violation of a law of the United States or any law or ordinance of a state or political subdivision which has jurisdiction over the place in which the violation occurs.
- I. "Administrative Officer" means anyone designated at the college as being on the administrative staff such as president, vice presidents, dean of students or student services, chief academic officer, dean of instruction or business manager.
- J. "Suspension" means a temporary separation of the college and student under specified conditions.
- K. "Expulsion" means permanent separation of the college and student.

## ◆ STUDENT CODE

### I. General Rights of Students

#### A. Non-discrimination

There shall be no discrimination in any respect by the college against a student, or applicant for admission as a student, based on race, color, age, religion, national origin, sex or disability.

#### B. Freedom of Speech and Assembly

Students shall have the right to freedom of speech and assembly without prior restraints or censorship subject to clearly stated, reasonable and non-discriminatory rules and regulations regarding time, place and manner.

Students desiring to conduct an assembly must submit a request to the President, or other designated college official, no later than 15 working days prior to the date of the desired event. The request will be approved, amended or denied no later than 10 working days prior to the desired event.

**C. Freedom of the Press**

In student publications, students are entitled to the constitutional right of freedom of the press, including constitutional limitations on prior restraint and censorship. To ensure this protection, the college shall have an editorial board with membership representing SGA, faculty and administration. Each college has the responsibility of defining the selection process for its editorial board. The primary responsibility of the board shall be to establish and safeguard editorial policies.

**D. Protection Against Unreasonable Searches and Seizures**

Students are entitled to the constitutional right to be secure in their persons, dwellings, papers and effects against unreasonable searches and seizures. College security officers or administrative officers may conduct searches and seizures only as authorized by law.

**E. Student Representation in College Governance**

Students should be represented on campus committees that have the following duties:

1. To propose policy that affects student activities and conduct.
2. To make policy decisions on such matters.
3. To implement policy.

**F. Classroom Behavior**

Discussion and expression of all views relevant to the subject matter are recognized as necessary to the educational process, but students have no right to interfere with the freedom of instructors to teach or the rights of other students to learn.

The instructor sets the standards of behavior acceptable in the classroom by announcing these standards early in the term. If a student behaves disruptively in class after the instructor has explained the unacceptability of such conduct, the instructor may dismiss the student for the remainder of that class period.

The instructor shall initiate a discussion with the student to resolve the issue prior to the next class meeting. A further disruption by the student may result in a second dismissal and

referral in writing by the faculty member to the Chief Student Services Officer. These procedures for classroom behavior do not limit the action that may be taken for proscribed conduct under III herein and instructors may dismiss students from class for the remainder of the class period for such conduct. Students remain subject to other sanctions hereunder for such conduct.

**G. Evaluation and Grading**

1. Instructors will follow the announced standards in evaluating and grading students.
2. Grades are awarded for student academic achievement. No grade will be reduced as a disciplinary action for student action or behavior unrelated to academic achievement.

**H. Privacy**

Information about individual student views, beliefs and political associations acquired by instructors, counselors or administrators in the course of their work is confidential. It can be disclosed to others only with prior written consent of the student involved or under legal compulsion.

**I. Records**

**1. General**

The student records office will maintain and safeguard student records. All official student and former student records are private and confidential and shall be preserved by the college. Separate record files may be maintained for the following categories: (1) academic, (2) medical, psychiatric and counseling, (3) placement, (4) financial aid, (5) disciplinary, (6) financial and (7) veterans affairs.

**2. Disciplinary Records**

Records of disciplinary action shall be maintained in the office of the Chief Student Services Officer. No record of disciplinary action shall be entered or made on the student's academic records.

**3. Confidentiality of Records**

Before information in any student file may be released to anyone, the student must give prior written consent except in those instances stated below:

- a. To instructors and administrators for legitimate educational purposes.
- b. To accrediting organizations to carry out their functions.
- c. To appropriate parties to protect the health and safety of students or other individuals in emergencies with the

understanding that only information essential to the emergency situation will be released.

- d. The Chief Student Services Officer may authorize release of directory information as defined by the college under privacy legislation.
- e. If the inquirer has a court order, the Chief Student Services Officer or someone designated by that official will release information from the student's file.

#### **4. Treatment of Records after Student Graduation or Withdrawal**

When students withdraw or graduate from a technical college, their records shall continue to be subject to the provisions of this code.

## **II. Student Government and Student Organizations**

### **A. Student Government Associations**

The college Student Government Association's constitution, as approved by the area commission, establishes the governance structure for students at a college. Amendments to the constitution require approval as stipulated in each Student Government Association constitution.

### **B. Student Organizations**

An essential prerequisite for a student organization to be approved is that it have educational importance and that its objectives be clearly explained in a proposed charter. The formation of organizations strictly as social clubs should be discouraged. Prior to consideration for approval as an organization, an organization constitution or bylaws must be prepared, a person must be identified who is willing to serve as advisor and the names of charter members must be submitted.

## **III. Proscribed Conduct**

### **A. General**

Certain conduct is proscribed and upon violation of such proscriptions, a student shall be subject to one or more of the sanctions specified in Section IV, C, 2, c. However, it is expected that the more severe sanctions of suspension and expulsion will be imposed sparingly and only for more extreme or aggravated violations or for repeated violations.

### **B. Abuse of Privilege of Freedom of Speech or Assembly**

No student, acting alone or with others, shall obstruct or disrupt any teaching, administrative,

disciplinary, public service, research or other activity authorized or conducted on the campus of the college or any other location where such activity is conducted or sponsored by the college. This disruption does not necessarily have to involve violence or force for the student to face disciplinary actions. In addition to administrative action, any person who violates the law will be turned over to the appropriate authorities.

In the event of illegal or disruptive activity on a college campus, the Chief Student Services Officer or other administrative officer will request those involved either to leave the campus or abide by regulations governing uses of, or presence on, the campus. The Chief Student Services Officer or other official will further announce that failure to disperse will result in enforcement of South Carolina law pertaining to illegal or disruptive activity on a college campus. According to South Carolina law, "It shall be unlawful for any person willfully or unnecessarily (a) to interfere with or disturb in any way or in any place the students or teachers of any school or college in this state, (b) to enter upon any such school or school premises, (c) to loiter around the premises, except on business, without the permission of the principal or president in charge or, (d) to act in an obnoxious manner thereon."

### **C. Academic Dishonesty**

All forms of academic dishonesty including, but not limited to, cheating on tests, plagiarism, collusion and falsification of information will call for discipline.

1. Cheating on tests is defined to include the following:
  - a. Copying from another student's test.
  - b. Using materials during a test not authorized by the person giving the test.
  - c. Collaborating with any other person during a test without permission.
  - d. Knowingly obtaining, using, buying, selling, transporting or soliciting in whole or in part the contents of an unadministered test.
  - e. Bribing any other person to obtain tests or information about tests.
  - f. Substituting for another student, or permitting any other person to substitute for oneself.
2. "Plagiarism" is defined as the appropriation of **any** other person's work and the unacknowledged incorporation of that work



in one's own work offered for credit.

D. Falsification of information and other unlawful acts, with intent to deceive are defined as:

1. Forgery, alteration or misuse of college documents, records or identification cards.
2. Destruction of evidence with the intent to deny its presentation to the appropriate hearing or appeals panel when properly notified to appear.

E. Infringement of rights of others is defined to include, but not limited to, the following:

1. Physical or verbal abuse inflicted on another person.
2. Severe emotional distress inflicted upon another person.
3. Theft, destruction, damage or misuse of the private property of members of the college community or non-members of the college community occurring on campus or off campus during any college approved activity.
4. Sexual harassment inflicted on another person. This is defined as sexual discrimination where the harassing conduct created a hostile environment. Therefore, unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when the conduct is sufficiently severe, persistent or pervasive to limit an individual's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment.
5. Stalking, defined as engaging in a course of conduct that would place a reasonable persons in fear for their safety and that has, in fact, placed an individual in such fear.

F. Other unlawful acts which call for discipline include, but are not limited to:

1. Destruction, theft, damage or misuse of college property occurring on or off campus.
2. Unauthorized entry upon the property of the college after closing hours.
3. Unauthorized presence in any college facility after hours.
4. Unauthorized possession or use of a key to any college facility or other property.
5. Possession or use on campus of any firearm, other dangerous weapon, incendiary device or explosive unless such possession or use has been authorized by the college.
6. Possession, use or distribution on campus of any narcotics, dangerous or unlawful

drugs as defined by the laws of the United States or the State of South Carolina.

7. Possession, use or distribution on campus of any beverage containing alcohol.
8. Violation of institutional policies while on campus or off campus when participating in a college sponsored activity.
9. Violation of South Carolina and/or federal laws while on campus or off campus when participating in a college sponsored activity.
10. Engaging in any activity which disrupts the educational process of the college, interferes with the rights of others or adversely interferes with other normal functions and services.

#### **IV. Rules of Student Disciplinary Procedure and Sanctions**

The sanctions which follow are designed to channel faculty, staff or student complaints against students. Due process of law is essential in dealing with infractions of college regulations and state and federal statutes. Consequently, any disciplinary sanction imposed on a student or organization will follow the provisions of this code.

##### **A. Administrative Suspension**

1. If an act of misconduct threatens the health or well-being of any member of the academic community or seriously disrupts the function and good order of the college, an administrative officer may direct students involved to cease and desist such conduct and advise them that failing to cease and desist will result in immediate suspension. If the students fail to cease and desist, or if their continued presence constitutes a danger, the administrative officer may then suspend them from the college until a resolution of the matter can be made.
2. The administrative officer invoking such administrative suspension shall notify the Chief Student Services Officer in writing of the individuals involved and the nature of the infraction before 5 p.m. of the first class day following its imposition. If immediate identification of the student or students is impossible, such notice shall be given within two working days after identification has been determined.

##### **B. Complaints**

1. A charge involving a student infraction must be filed in writing at the office of the Chief Student Services Officer within five working days after the alleged infraction or after such infraction becomes known to an administrative

officer of the college.

2. Within five working days after the charge is filed, the Chief Student Services Officer shall complete a preliminary investigation of the charge and schedule immediately a meeting with the student. After discussing the alleged infraction with the student, the Chief Student Services Officer may act as follows:
  - a. Drop the charges.
  - b. Impose a sanction consistent with those shown in Section IV, C, 2, c, Student Appeals Committee.
  - c. Refer the student to a college office or community agency for services.

The decision of the Chief Student Services Officer shall be presented to the student in writing within five working days following the meeting with the student. In instances where the student cannot be reached to schedule an appointment with the Chief Student Services Officer, or where the student refuses to cooperate, the Chief Student Services Officer shall send a certified letter to student's last known address providing the student with a list of the charges, the Chief Student Services Officer's decision and instructions governing the appeal process.

3. A student who disagrees with the decision of the Chief Student Services Officer may request a hearing before the Student Appeals Committee. This request must be submitted within two working days after receipt of the Chief Student Services Officer's decision unless a request is made and approved for an extension of time. The Chief Student Services Officer shall refer the matter to the Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed and the relevant facts revealed by the preliminary investigation.

#### **C. The Student Appeals Committee**

Each college shall have a Student Appeals Committee (hereafter referred to as the Committee) to consider the case of a student who declines to accept the findings of the Chief Student Services Officer. The hearing shall be held within 15 working days after the student has officially appealed the decision of the Chief Student Services Officer.

1. Membership of the Committee shall be

composed of the following:

- a. Three faculty members appointed by the chief instructional officer and approved by the President.
  - b. Three student members appointed by the appropriate student governing body and approved by the President.
  - c. One member of the Student Services staff appointed by the Chief Student Services Officer and approved by the President.
  - d. The Chief Student Services Officer serves as an ex-officio nonvoting member of the Committee.
  - e. The chair shall be appointed by the President from among the membership of the Committee.
2. Functions of the Committee are described as follows:
    - a. To hear an appeal from a student charged with an infraction that may result in disciplinary action.
    - b. To hand down a decision based only on evidence introduced at the hearing.
    - c. To provide the student defendant with a statement of the committee's decision including findings of fact and if applicable, to impose one or more of the following sanctions:
      - (1) A written reprimand.
      - (2) An obligation to make restitution or reimbursement.
      - (3) A suspension or termination of particular student privileges.
      - (4) Disciplinary probation.
      - (5) Suspension from the college.
      - (6) Expulsion from the college.
      - (7) Any combination of the above.

### **V. Procedures for Hearings before the Student Appeals Committee**

#### **A. Procedural Duties of the Chief Student Services Officer**

At least seven working days prior to the date set for hearing before the Committee, the Chief Student Services Officer shall send written notice to all involved and a certified letter to the student's last known address providing the student with the following information:

1. A restatement of the charge or charges.
2. The time and place of the hearing.
3. A statement of the student's basic procedural rights.
4. A list of witnesses.
5. The names of Committee members.

On written request of the student, the hearing may be held prior to the expiration of the seven day advance notification period, if the Chief Student Services Officer concurs with this change.

**B. Basic procedural rights of students include the following:**

1. The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel shall not address the Committee. Payment of legal fees is the responsibility of the student.
2. The right to produce witnesses on one's behalf.
3. The right to request, in writing, the President to disqualify any member of the committee for prejudice or bias. (At the discretion of the President, reasons for disqualification may be required.) A request for disqualification, if made, must be submitted at least two working days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the president.
4. The right to present evidence. The Committee may determine what evidence is admissible.
5. The right to know the identity of the person(s) bringing the charge(s).
6. The right to hear witnesses on behalf of the person bringing the charges.
7. The right to testify or to refuse to testify without such refusal being detrimental to the student.
8. The right to appeal the decision of the Committee to the President who will review the official record of the hearing. The appeal must be in writing and it must be made within seven working days after receipt of the decision.

**C. The Conduct of the Committee Hearings**

1. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:
  - a. The student. The hearing may be conducted without the student present if the student ignores the notice of the hearing and is absent without cause.
  - b. Counsels of the accused, the grievant and the college.
  - c. A person, mutually agreed upon by the student and the Committee, to serve in the capacity of recorder.

d. Witnesses who shall:

- (1) Give testimony singularly and in the absence of other witnesses.
  - (2) Leave the committee meeting room immediately upon completion of the testimony.
2. The Committee shall have the authority to adopt supplementary rules of procedure consistent with this code.
  3. The Committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.
  4. The conduct of hearings before this Committee is unaffected by charges of local, state or federal authorities against the student for acts that are the same, or similar to, charges of misconduct to be heard by the Committee. Two separate jurisdictions are involved in such cases. Therefore, hearings may be held and decisions rendered independent of any resolution by the court system.
  5. Upon completion of a hearing, the Committee shall meet in executive session to determine concurrence or non-concurrence with the original finding and to impose sanctions, if applicable.
  6. Decisions of the Committee shall be made by majority vote.
  7. Within two working days after the decision of the Committee, the Chief Student Services Officer shall send a certified letter to the student's last known address providing the student with the committee's decision.

**D. Appeal to the President**

When the student appeals to the President, the President, whose decision is final, shall have the authority to:

1. Receive from the student an appeal of the Committee's decision.
2. Review the findings of the proceedings of the Committee.
3. Hear from the student, the Chief Student Services Officer and the members of the Committee before ruling on an appeal.
4. Approve, modify or overturn the decision of the Committee.
5. Inform the student in writing of the final decision within 10 working days of the receipt of the appeal.

# **▼ The Student Grievance Procedure for the South Carolina Technical College System**

## **I. Purpose**

The purpose of the student grievance procedure is to provide a system to channel student complaints against faculty or staff, concerning the following:

- A. Alleged discrimination on the basis of age, sex, race, disability or other conditions, preferences or behavior, excluding sexual harassment complaints.
- B. Sexual harassment complaints should be directed to the Chief Student Services Officer. Because of the sensitive nature of this kind of complaint, a conference with the Chief Student Services Officer will replace the first step of the grievance procedure. The Chief Student Services Officer will counsel with the student to determine the appropriate action that is required.

If the grievance is not resolved after this meeting, then the remainder of the grievance procedure will be followed.

- C. Academic matters, excluding individual grades except where the conditions in item A above apply.

## **II. Definitions**

When used in this document, unless the content requires other meaning,

- A. "College" means any college in the South Carolina Technical Education System.
- B. "President" means the chief executive officer of the college.
- C. "Chief Student Services Officer" means the chief student services person at the college or his or her designee.
- D. "Student" means a person taking any course(s) offered by the college either full time or part time.
- E. "Instructor" means any person employed by the college to conduct classes.
- F. "Staff" means any employee of the college who was employed by the college for reasons other than conducting classes.
- G. "Campus" means any place where the college conducts or sponsors educational, public service or research activities.
- H. "Administrative Officer" means anyone designated at the college as being on the administrative staff such as president, vice presidents, dean of students or student services, chief academic officer, dean of instruction or business manager.

## **III. Procedures**

### **A. First Step**

The student must go to the instructor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within 10 working days of the incident which generated the complaint.

### **B. Second Step**

If the grievance is not resolved at the informal conference, the student may file a written grievance. A grievance form shall be made available to the student by the Chief Student Services Officer. The Chief Student Services Officer will explain the grievance process to the student. The completed grievance form must be presented to the Chief Student Services Officer within 10 working days after satisfying the first step in the grievance process. The Chief Student Services Officer shall give written acknowledgment of receipt of the grievance form. This acknowledgment shall be given immediately or no later than two working days after receipt of the grievance form from the student. The Chief Student Services Officer will then refer the grievance to the immediate supervisor involved. The supervisor shall respond in writing to the student within 10 working days of receipt of the grievance form from the Chief Student Services Officer. As a part of the effort to resolve the issue, the supervisor will consult with the accused and the chief administrative officer of the division or component concerned.

### **C. Third Step**

If the written statement of the supervisor does not satisfy the grievant, a request to appear before the Student Grievance Committee may be made. The student must submit a written request within five working days after receiving the written response of the supervisor. The request shall include a copy of the original grievance form and the reason the supervisor's response is unsatisfactory. A copy of the supervisor's response must be attached to the request by the student.

The Chief Student Services Officer shall immediately notify the President who shall insure that the Committee is organized in a manner consistent with Section IV, A of this procedure (The Student Grievance Committee). The Chief Student Services Officer will send copies of the appeal to the members of the



Committee, the employee and the employee's supervisor. The employee against whom the grievance was filed shall be given an opportunity to respond in writing to the chairperson of the Committee.

Meeting(s) shall be conducted between five and 15 working days following the date of the request. A postponement, if requested no later than five working days prior to the scheduled meeting, may be granted by the chairperson upon written request of either party.

The Committee shall hold interviews with the grievant, the employee and the supervisor. The committee may interview any additional witnesses that it considers necessary to render a fair decision.

The Committee shall decide by a majority vote the solution of the grievance. In case of a tie, the chairperson shall vote and thus break the tie. The chairperson shall forward a copy of the Committee's decision to all parties involved and to the office of the President of the college within two working days of the Committee's decision.

#### **D. Fourth Step**

The Committee's decision may be appealed by either party involved to the President of the college within 10 working days of the Committee's decision.

The President shall review the Committee's findings, conduct whatever additional inquiries deemed necessary and will render a decision within 10 working days of receipt of the appeal. The decision of the President is final.

### **IV. The Student Grievance Committee**

#### **A. The Student Grievance Committee shall be composed of following:**

1. Three students recommended by the governing body of the student body.
2. Two faculty members recommended by the chief instructional officer.
3. One Student Services staff member recommended by the Chief Student Services Officer.
4. One administrator, appointed by the President of the college, who shall serve as chairperson of the Committee.
5. All recommended members must be approved by the President.

#### **B. Purpose and Function of Grievance Committee**

1. All student grievance committees are **ad hoc** and shall be formed to hear specific complaints. A new committee may be formed every time a grievance covered under this procedure is filed.
2. Whenever a committee is formed, it may adopt additional rules and guidelines not in contradiction with these procedures.

#### **C. Rights of the Parties Involved in a Grievance**

When a grievance committee meeting is scheduled, the parties involved are entitled to:

1. A written notice of the complaint.
2. A written notice of the time and place of the meeting. This notice shall be forwarded to all parties at least five working days prior to the meeting unless they waive this requirement.
3. Review all available evidence, documents or exhibits that each party may present at the meeting.
4. Have access to the names of the witnesses who may testify.
5. Appear in person and present information on his or her behalf.
6. Call witnesses who are dismissed following their questioning by all present and to ask questions of any person present at the meeting.
7. The right to counsel. The role of the person acting as counsel is solely to advise the client. The counsel shall not address the Committee.

# GRIEVANCE FORM

File Date \_\_\_\_\_

I. Name of Grievant: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

II. Name of Person against Whom Grievance Is  
Being Filed:

\_\_\_\_\_

III. Nature of Grievance:

IV. Desired Solutions:

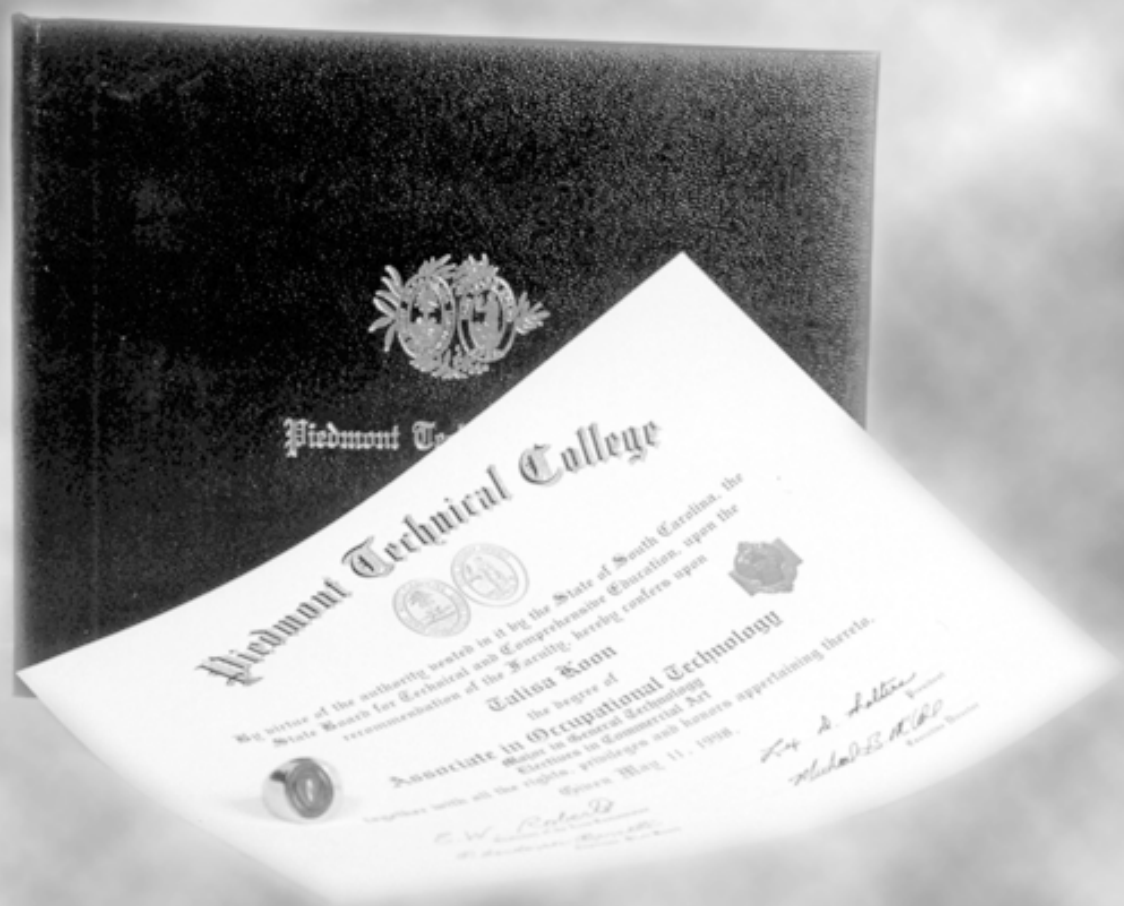
V. Action Taken by Grievant to Date:

**Attach all pertinent written documentation and  
forward to appropriate supervisor**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

# Academic Programs



# HUMANITIES/FINE ART REQUIREMENTS

The following courses satisfy the humanities requirements for general education in all programs at Piedmont Technical College.

ART 101 Art History and Appreciation  
 ENG 201 American Literature I  
 ENG 202 American Literature II  
 ENG 205 English Literature I  
 ENG 206 English Literature II  
 ENG 208 World Literature I  
 ENG 209 World Literature II  
 ENG 235 Southern Literature  
 FRE 101 Elementary French I  
 FRE 102 Elementary French II  
 GER 101 Elementary German I  
 GER 102 Elementary German II

HSS 205\* Technology and Society  
 MUS 105 Music Appreciation  
 PHI 101 Introduction to Philosophy  
 PHI 105 Introduction to Logic  
 PHI 110 Ethics  
 SPA 101 Elementary Spanish I  
 SPA 102 Elementary Spanish II  
 SPA 105\* Conversational Spanish  
 SPA 122\* Basic Proficiency Spanish  
 THE 101 Introduction to Theatre

NOTE \*courses are not intended for college transfer.

## ARTS and SCIENCE CURRICULA

Upon successful completion of the Associate in Arts (AA) or Associate in Science (AS) degree, a graduate can transfer directly into a four-year college or university. There are also many career opportunities that require an AA or an AS degree, and the graduate can go directly into the work force.

Piedmont's AA and AS programs are flexible enough for students to tailor their course work to the requirements of the four-year college or university they have chosen. Entrance requirements for transfer students vary widely among senior colleges and universities. Only the institution to which the student is transferring can determine which credits will be accepted.

### *Associate in Arts*

The Associate in Arts degree is designed for the student planning to transfer to a four-year program and for the student who wishes to broaden general knowledge. The AA program is designed to prepare students for four-year baccalaureate majors in fields such as business, accounting, management, English, journalism, social work, education, music, psychology, history, pre-law and other humanities, fine arts and social sciences.

The Associate in Arts program is also available in a distance learning format (AADL). Students may complete the program at a distance by combining Internet courses, telecourses, and satellite broadcast courses to meet the requirements of the curriculum.

Students are encouraged to obtain a catalog from their prospective four-year college to assist in course selection. While it is the responsibility of each student to plan a program of study to meet the requirements of the institution to which the student plans to transfer, informed academic advisors are available to assist students in their course selections.

Students must complete their courses at Piedmont with grades acceptable to the college to which they request admission and transfer of credit. Generally, most courses with a final grade of less than C will not transfer to four-year institutions, and some institutions require an overall GPA of 3.0 or higher for admission.

A faculty advisor is available to help students select appropriate courses for degree requirements and transfer opportunities. Information on AADL is available on the college Web site at: <http://www.ptc.edu/dl>.

#### Day Program – 4 Semesters

#### Evening Program – 7 Semesters

	Minimum Credits
Communication and/or Literature	9.0
Mathematics/Analytical Reasoning	6.0
Social/Behavioral Science	6.0
Humanities/Fine Arts	6.0
Lab Science	8.0
Concentration/Required Core Electives	15.0
Unrestricted Electives	10.0

**Total Credit Hours 60.0**



<b>Communication/Literature*</b>			<b>Credits</b>				
ENG	101	English Composition I - required	3.0	SPA	102	Elementary Spanish II	4.0
ENG	102	English Composition II - required	3.0	THE	101	Introduction to Theatre	3.0
ENG	201	American Literature I	3.0	<b>Lab Science*</b>			
ENG	202	American Literature II	3.0	AST	101	Solar System Astronomy	4.0
ENG	205	English Literature I	3.0	AST	102	Stellar Astronomy	4.0
ENG	206	English Literature II	3.0	BIO	101	Biological Science I	4.0
ENG	208	World Literature I	3.0	BIO	102	Biological Science II	4.0
ENG	209	World Literature II	3.0	BIO	210	Anatomy and Physiology I	4.0
ENG	235	Southern Literature	3.0	BIO	211	Anatomy and Physiology II	4.0
SPC	205	Public Speaking	3.0	BIO	225	Microbiology	4.0
<b>Mathematics/Analytical Reasoning*</b>				CHM	110	College Chemistry I	4.0
MAT	110	College Algebra	3.0	CHM	111	College Chemistry II	4.0
MAT	111	College Trigonometry	3.0	CHM	112	College Chemistry II	4.0
MAT	120	Probability and Statistics	3.0	PHS	101	Physical Science I	4.0
MAT	122	Finite College Mathematics	3.0	PHS	102	Physical Science II	4.0
MAT	123	Contemporary College Mathematics	3.0	PHY	201	Physics I	4.0
MAT	130	Elementary Calculus	3.0	PHY	202	Physics II	4.0
MAT	140	Analytical Geometry and Calculus I	4.0	PHY	221	University Physics I	4.0
MAT	141	Analytical Geometry and Calculus II	4.0	PHY	222	University Physics II	4.0
PHI	105	Introduction to Logic	3.0	<b>Concentration/Required Core Electives*</b>			
<b>Social/Behavioral Science*</b>				ART	101	Art History & Appreciation	3.0
ECO	210	Macroeconomics	3.0	ECO	210	Macroeconomics	3.0
ECO	211	Microeconomics	3.0	ECO	211	Microeconomics	3.0
HIS	101	Western Civilization to 1689	3.0	ENG	201	American Literature I	3.0
HIS	102	Western Civilization Post 1689	3.0	ENG	202	American Literature II	3.0
HIS	115	African-American History	3.0	ENG	205	English Literature I	3.0
HIS	201	American History-Discovery to 1877	3.0	ENG	206	English Literature II	3.0
HIS	202	American History-1877 to Present	3.0	ENG	208	World Literature I	3.0
PSC	201	American Government	3.0	ENG	209	World Literature II	3.0
PSC	205	Introduction to Political Science	3.0	ENG	235	Southern Literature	3.0
PSC	215	State and Local Government	3.0	FRE	101	Elementary French I	4.0
PSY	201	General Psychology	3.0	FRE	102	Elementary French II	4.0
PSY	203	Human Growth & Development	3.0	GER	101	Elementary German I	4.0
SOC	101	Introduction to Sociology	3.0	GER	102	Elementary German II	4.0
<b>Humanities/Fine Arts*</b>				HIS	101	Western Civilization to 1689	3.0
ART	101	Art History & Appreciation	3.0	HIS	102	Western Civilization Post 1689	3.0
ENG	201	American Literature I	3.0	HIS	115	African-American History	3.0
ENG	202	American Literature II	3.0	HIS	201	American History-Discovery to 1877	3.0
ENG	205	English Literature I	3.0	HIS	202	American History-1877 to Present	3.0
ENG	206	English Literature II	3.0	MUS	105	Music Appreciation	3.0
ENG	208	World Literature I	3.0	PHI	101	Introduction to Philosophy	3.0
ENG	209	World Literature II	3.0	PHI	105	Introduction to Logic	3.0
ENG	235	Southern Literature	3.0	PHI	110	Ethics	3.0
FRE	101	Elementary French I	4.0	PSC	201	American Government	3.0
FRE	102	Elementary French II	4.0	PSC	205	Introduction to Political Science	3.0
GER	101	Elementary German I	4.0	PSC	215	State and Local Government	3.0
GER	102	Elementary German II	4.0	PSY	201	General Psychology	3.0
HSS	205	Technology and Society	3.0	PSY	203	Human Growth & Development	3.0
MUS	105	Music Appreciation	3.0	SOC	101	Introduction to Sociology	3.0
PHI	101	Introduction to Philosophy	3.0	SPA	101	Elementary Spanish I	4.0
PHI	105	Introduction to Logic	3.0	SPA	102	Elementary Spanish II	4.0
PHI	110	Ethics	3.0	THE	101	Introduction to Theatre	3.0
SPA	101	Elementary Spanish I	4.0	<b>Recommended Electives</b>			
				COL	103	Introduction to College	3.0

CPT	170	Microcomputer Applications	or
CPT	101	Introduction to Computers	3.0

Electives depend on students' educational goals and may show wide variety. Students should consult their advisors for appropriate elective courses. Electives may also be selected from any college transfer course marked with an asterisk (\*).

\*Selected courses from the above listing are offered each term. Students should consult with their advisors before making selections and check the requirements of the college to which they plan to transfer.

#### Day Program – 4 Semesters

First Semester			Credits
ENG	101	English Composition I - required	3.0
		Elective Mathematics/Analytical Reasoning	3.0
		Elective Humanities/Fine Arts	3.0
		Elective Social/Behavioral Science	3.0
		Elective	3.0

#### Second Semester

ENG	102	English Composition II - required	3.0
		Elective Mathematics/Analytical Reasoning	3.0
		Elective Social/Behavioral Science	3.0
		Elective Humanities/Fine Arts	3.0
		Elective Lab Science	4.0

#### Summer Term

		Elective Communication/Literature	3.0
		Elective Lab Science	4.0
		Elective (Required Core)	3.0
		Elective (Required Core)	3.0
		Elective	3.0

#### Third Semester

		Elective	4.0
		Elective (Required Core)	3.0
		Elective (Required Core)	3.0
		Elective (Required Core)	3.0

**Total Credit Hours 60.0**

#### Evening Program – 7 Semesters

First Semester			Credits
ENG	101	English Composition I - Required	3.0
		Elective Social/Behavioral Science	3.0
		Elective	3.0

#### Second Semester

ENG	102	English Composition II - Required	3.0
		Elective Humanities/Fine Arts	3.0
		Elective Mathematics/Analytical Reasoning	3.0

#### Summer Term

	Elective Social/Behavioral Science	3.0
	Elective Humanities/Fine Arts	3.0

#### Third Semester

	Elective Communications/Literature	3.0
	Elective Lab Science	4.0
	Elective (Required Core)	3.0

#### Fourth Semester

	Elective Lab Science	4.0
	Elective Mathematics/Analytical Reasoning	3.0

#### Summer Term

	Elective (Required Core)	3.0
	Elective (Required Core)	3.0
	Elective	3.0

#### Sixth Semester

	Elective (Required Core)	3.0
	Elective (Required Core)	3.0
	Elective	4.0

**Total Credit Hours 60.0**



# Associate in Science

The Associate in Science degree is designed for the student planning to transfer to a four-year program and for the student who wishes to broaden general knowledge. The degree stresses mathematics and natural and physical sciences and is designed to prepare students for four-year baccalaureate majors in those fields as well as engineering, pre-med, veterinary medicine, chiropractic and education.

## Day Program – 4 Semesters

## Evening Program – 6 Semesters

	Minimum Credits
Communication/Literature	9.0
Mathematics/Analytical Reasoning	6.0
Social/Behavioral Science	6.0
Humanities/Fine Arts	6.0
Lab Science	8.0
Concentration/Required Core Electives	15.0
Unrestricted Electives	10.0
<b>Total Credit Hours</b>	<b>60.0</b>

Communication/Literature*	Credits
ENG 101 English Composition I - Required	3.0
ENG 102 English Composition II - Required	3.0
ENG 201 American Literature I	3.0
ENG 202 American Literature II	3.0
ENG 205 English Literature I	3.0
ENG 206 English Literature II	3.0
ENG 208 World Literature I	3.0
ENG 209 World Literature II	3.0
ENG 235 Southern Literature	3.0
SPC 205 Public Speaking	3.0

Mathematics Analytical Reasoning*	Credits
MAT 110 College Algebra	3.0
MAT 111 College Trigonometry	3.0
MAT 120 Probability & Statistics	3.0
MAT 122 Finite College Math	3.0
MAT 130 Elementary Calculus	3.0
MAT 140 Analytical Geometry & Calculus I	4.0
MAT 141 Analytical Geometry & Calculus II	4.0
PHI 105 Introduction to Logic	3.0

Social/Behavioral Science*	Credits
ECO 210 Macroeconomics	3.0
ECO 211 Microeconomics	3.0
HIS 101 Western Civilization to 1689	3.0
HIS 102 Western Civilization Post 1689	3.0
HIS 115 African-American History	3.0
HIS 201 American History-Discovery to 1877	3.0
HIS 202 American History-1877 to Present	3.0
PSC 201 American Government	3.0
PSC 205 Introduction to Political Science	3.0

PSC 215	State and Local Government	3.0
PSY 201	General Psychology	3.0
PSY 203	Human Growth & Development	3.0
SOC 101	Introduction to Sociology	3.0

## Humanities/Fine Arts\*

ART 101	Art History & Appreciation	3.0
ENG 201	American Literature I	3.0
ENG 202	American Literature II	3.0
ENG 205	English Literature I	3.0
ENG 206	English Literature II	3.0
ENG 208	World Literature I	3.0
ENG 209	World Literature II	3.0
ENG 235	Southern Literature	3.0
FRE 101	Elementary French I	4.0
FRE 102	Elementary French II	4.0
GER 101	Elementary German I	4.0
GER 102	Elementary German II	4.0
HSS 205	Technology and Society	3.0
MUS 105	Music Appreciation	3.0
PHI 101	Introduction to Philosophy	3.0
PHI 105	Introduction to Logic	3.0
PHI 110	Ethics	3.0
SPA 101	Elementary Spanish I	4.0
SPA 102	Elementary Spanish II	4.0
THE 101	Introduction to Theatre	3.0

## Lab Science\*

AST 101	Solar System Astronomy	4.0
AST 102	Stellar Astronomy	4.0
BIO 101	Biological Science I	4.0
BIO 102	Biological Science II	4.0
BIO 210	Anatomy and Physiology I	4.0
BIO 211	Anatomy and Physiology II	4.0
BIO 215	Anatomy	4.0
BIO 216	Physiology	4.0
BIO 225	Microbiology	4.0
CHM 110	College Chemistry I	4.0
CHM 111	College Chemistry II	4.0
CHM 112	College Chemistry II	4.0
PHS 101	Physical Science I	4.0
PHS 102	Physical Science II	4.0
PHY 201	Physics I	4.0
PHY 202	Physics II	4.0
PHY 221	University Physics I	4.0
PHY 222	University Physics II	4.0
PHY 223	University Physics III	4.0

## Concentration/Required Core Electives\*

AST 101	Solar System Astronomy	4.0
AST 102	Stellar Astronomy	4.0
BIO 101	Biological Science I	4.0
BIO 102	Biological Science II	4.0
BIO 210	Anatomy and Physiology I	4.0
BIO 211	Anatomy and Physiology II	4.0
CHM 110	College Chemistry I	4.0
CHM 111	College Chemistry II	4.0

CHM	112	College Chemistry II	4.0
MAT	110	College Algebra	3.0
MAT	111	College Trigonometry	3.0
MAT	120	Probability & Statistics	3.0
MAT	122	Finite College Math	3.0
MAT	130	Elementary Calculus	3.0
MAT	140	Analytical Geometry & Calculus I	4.0
MAT	141	Analytical Geometry & Calculus II	4.0
MAT	220	Advanced Statistics	3.0
MAT	240	Analytical Geometry & Calculus III	4.0
MAT	242	Differential Equations	4.0
PHI	105	Introduction to Logic	3.0
PHS	101	Physical Science I	4.0
PHS	102	Physical Science II	4.0
PHY	201	Physics I	4.0
PHY	202	Physics II	4.0
PHY	221	University Physics I	4.0
PHY	222	University Physics II	4.0
PHY	223	University Physics III	4.0

#### Recommended Electives

COL	103	Introduction to College	3.0
CPT	170	Microcomputer Applications <b>or</b>	
CPT	101	Introduction to Computers	3.0

Electives depend on students' educational goals and may show wide variety. Students should consult their advisors for appropriate elective courses. Electives may also be selected from any college transfer course.

\*Selected courses from the above listing are offered each term. Students should consult with their advisors before making selections and check the requirements of the college to which they plan to transfer.

#### Day Program – 4 Semesters

First Semester			Credits
ENG	101	English Composition I - Required	3.0
		Humanities/Fine Arts Elective	3.0
MAT	110	College Algebra	3.0
		Elective Social/Behavioral Science	3.0
		Elective	3.0

#### Second Semester

ENG	102	English Composition II - required	3.0
		Elective Mathematics/Analytical Reasoning	3.0
		Elective Humanities/Fine Arts	3.0
		Elective Social/Behavioral Science	3.0
		Elective Lab Science	4.0

#### Summer Term

		Elective Communications/Literature	3.0
		Elective Lab Science	4.0
		Elective Humanities/Fine Arts	3.0
		Elective (Required Core)	3.0

#### Third Semester

		Elective Required Core	4.0
		Elective Required Core	4.0
		Elective Required Core	4.0
		Elective	4.0

**Total Credit Hours 60.0**

#### Evening Program – 6 Semesters

First Semester			Credits
ENG	101	English Composition I - Required	3.0
		Elective Social/Behavioral Science	3.0
		Elective	3.0

#### Second Semester

ENG	102	English Composition II - Required	3.0
MAT	110	College Algebra	3.0
		Elective Humanities/Fine Arts	3.0

#### Summer Term

		Elective Communications/Literature	3.0
		Elective Lab Science	4.0
		Elective Social/Behavioral Science	3.0

#### Fourth Semester

		Elective Mathematics/Analytical Reasoning	3.0
		Elective Lab Science	4.0
		Elective Humanities/Fine Arts	3.0

#### Fifth Semester

		Elective (Required Core)	4.0
		Elective (Required Core)	3.0
		Elective	3.0

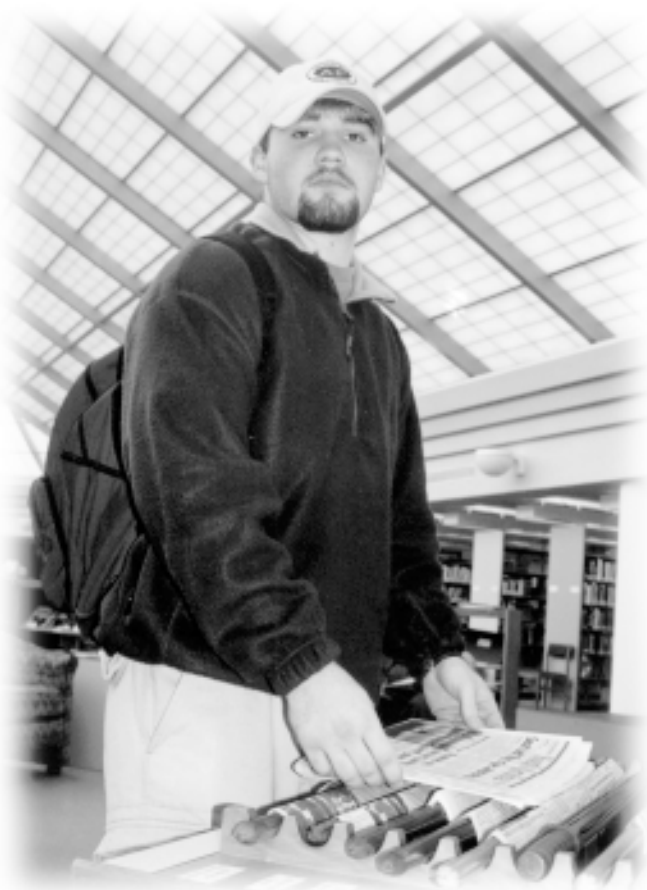
#### Summer Term

		Elective (Required Core)	4.0
		Elective (Required Core)	4.0
		Elective	4.0

**Total Credit Hours 60.0**







## ***General Studies Certificate***

This certificate program provides an integrated option for students seeking an introduction to various academic disciplines. This program is designed for students who are uncertain of their academic goals but wish to take general education courses to prepare for future course work.

### **Day Program – 2 Semesters**

<b>First Semester</b>			<b>Credits</b>
ENG	101	English Composition I*	3.0
ART	101	Art History and Appreciation or	
MUS	105	Music Appreciation	3.0
HIS	201	American History-Discovery to 1877	3.0
PSY	201	General Psychology	3.0
		Transfer Math/Science Requirement	3.0

### **Second Semester**

ENG	102	English Composition II*	3.0
PHI	101	Introduction to Philosophy	3.0
PSC	201	American Government	3.0
SPC	205	Public Speaking	3.0
		Transfer Math/Science Requirement	3.0

**Total Credit Hours** **30.0**

\*Required course



# BUSINESS AND INFORMATION TECHNOLOGY CURRICULA

Exciting opportunities are offered in a wide range of occupational areas through associate's degree and diploma curricula in Computer Technology and

General Business with specialties in Office Systems Technology and Management. Become a part of the information age.

## Associate in Computer Technology

### *Major in Computer Technology*

The student who chooses a Computer Technology major will be prepared for planning, design and development of computer systems and programs.

Graduates are trained to write programs using a number of computer languages, including COBOL, RPG, BASIC and C Languages. Specialized course work involving databases, operating systems, software applications, and systems and procedures will complement the computer language instruction and better equip the student to cope with an entry-level programming position. To further round out the student's educational experience, course work in accounting, economics and other general subjects will be required.

Job opportunities look bright in this discipline. Our graduates have had good success in finding excellent entry-level positions as computer programmers.

#### Day Program – 6 Semesters

First Semester			Credits
CPT	111	BASIC Programming I	3.0
CPT	114	Computers and Programming	3.0
ENG	165	Professional Communications	3.0
MAT	155	Contemporary Mathematics	3.0
OST	105	Keyboarding	3.0
Second Semester			
CPT	212	Visual Basic Programming	3.0
CPT	115	COBOL Programming	3.0
CPT	178	Software Applications	3.0
ENG	101	English Composition I	3.0
MAT	122	Finite College Mathematics	3.0
Summer Term			
ACC	101	Accounting Principles I	3.0
CPT	234	C Programming I	3.0
MAT	120	Probability and Statistics	3.0

#### Third Semester

ACC	102	Accounting Principles II	3.0
CPT	116	Essentials of COBOL I	4.0
CPT	122	Essentials of RPG	4.0
Elective		Humanities/Fine Arts	3.0

#### Fourth Semester

CPT	216	Essentials of COBOL II	4.0
CPT	222	Advanced RPG	4.0
CPT	264	Systems and Procedures	3.0
Elective		Behavioral Science	3.0

#### Summer Term

CPT	207	Complex Computer Applications or CPT 276 CPT Internship	3.0
CPT	242	Database	3.0
Elective			3.0

#### Total Credit Hours

**76.0**

#### Evening Program – 9 Semesters

##### First Semester

CPT	111	BASIC Programming I	3.0
CPT	114	Computers and Programming	3.0
CPT	178	Software Applications	3.0
OST	105	Keyboarding	3.0

##### Second Semester

CPT	115	COBOL Programming I	3.0
CPT	212	Visual Basic Programming	3.0
MAT	155	Contemporary Mathematics	3.0

##### Summer Term

CPT	234	C Programming I	3.0
MAT	122	Finite College Mathematics	3.0

##### Third Semester

ACC	101	Accounting Principles I	3.0
CPT	122	Essentials of RPG	4.0
MAT	120	Probability and Statistics	3.0

##### Fourth Semester

ACC	102	Accounting Principles II	3.0
CPT	222	Advanced RPG	4.0
Elective		Behavioral Science	3.0

**Summer Term**

CPT	242	Database	3.0
ENG	165	Professional Communications	3.0
Elective		Humanities/Fine Arts	3.0

**Fifth Semester**

CPT	116	Essentials of COBOL I	4.0
ENG	101	English Composition I	3.0
Elective		Humanities/Fine Arts	3.0

**Sixth Semester**

CPT	216	Essentials of COBOL II	4.0
CPT	264	Systems and Procedures	3.0

**Summer Term**

CPT	207	Complex Computer Applications <b>or</b> CPT 276 CPT Internship	3.0
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**Total Credit Hours 76.0**

**Computer Operations Certificate**

This course of study is designed to bring the student to an understanding of what happens in a computer operations center. It promotes constructive thought by the student about what is expected from a computer operations technician. The student will learn to troubleshoot both micro and mainframe computers through a combination of course work and on-the-job training.

**Day Program – 3 Semesters****First Semester Credits**

CPT	111	Basic Programming	3.0
CPT	114	Computers and Programming	3.0
ENG	165	Professional Communications	3.0
MAT	155	Contemporary Mathematics	3.0
OST	105	Keyboarding	3.0

**Second Semester**

CPT	115	COBOL Programming I	3.0
CPT	178	Software Applications	3.0
ENG	101	English Composition I	3.0
MAT	122	Finite College Mathematics	3.0

**Summer Term**

ACC	101	Accounting Principles I	3.0
CPT	151	Machine Operations	3.0
IST	220	Data Communications <b>or</b> CPT 209	3.0
MAT	120	Probability and Statistics	3.0

**Total Credit Hours 39.0**

**Microcomputer Service Technician Certificate**

The Microcomputer Service Technician Certificate will prepare the student who has a high degree of computer aptitude for an entry-level job in computer maintenance and network support. The program uses a hands-on approach to teach students to maintain and troubleshoot microcomputers and to install and maintain microcomputer networks. Students will take PCs apart, put them together and learn to diagnose hardware and software problems on stand-alone and networked PCs. Additionally, they will set up and maintain computer networks and diagnose network problems.

**Day Program – 3 Semesters****First Semester Credits**

CPT	114	Computers and Programming	3.0
CPT	178	Software Applications	3.0
CPT	209	Computer Systems Management	3.0
ENG	165	Professional Communications	3.0
IST	220	Data Communications	3.0

**Second Semester**

CPT	212	Visual Basic Programming	3.0
CPT	285	PC Hardware Concepts	3.0
IST	241	Network Architecture I	3.0
IST	251	LAN Networking Technologies	3.0

**Summer Term**

CPT	162	Introduction to Web Page Publishing <b>or</b> IST 226 Internet Programming	3.0
CPT	272	Advanced Microcomputer Data Base	3.0
IST	252	LAN System Manager	3.0
IST	253	LAN Service and Support	3.0

**Total Credit Hours 39.0**



## ***Microcomputer Software Specialist Certificate***

The Microcomputer Software Specialist certificate concentrates on the various Microsoft Office software products. Microsoft Word, Excel, Access and PowerPoint are studied. These skills facilitate the student's entry into the job market and job advancement.

### **Day Program – 2 Semesters**

<b>First Semester</b>			<b>Credits</b>
CPT	114	Computers and Programming	3.0
CPT	176	Microcomputer Operating Systems	3.0
CPT	178	Software Applications	3.0
IST	281	Presentation Graphics or ARV 110 Computer Graphics I	3.0
OST	105	Keyboarding	3.0

### **Second Semester**

CPT	270	Advanced Microcomputer Applications	3.0
OST	165	Information Processing Software	3.0
OST	261	Office Spreadsheet Applications	3.0
Elective			3.0
Elective			3.0

### **Electives (Choose two)**

CPT	272	Advanced Microcomputer Database	3.0
CPT	274	Adv. Microcomputer Spreadsheets	3.0
OST	167	Information Processing Apps.	3.0

**Total Credit Hours                      30.0**

## ***RPG Specialist Certificate***

### **Day Program – 3 Semesters**

<b>First Semester</b>			<b>Credits</b>
CPT	122	Essentials of RPG	4.0

### **Second Semester**

CPT	222	Advanced RPG	4.0
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### **Summer Term**

CPT	242	Database	3.0
CPT	207	Complex Computer Applications or CPT 276 CPT Internship	3.0

**Total Credit Hours                      14.0**

## ***Cisco Networking Certificate***

In a world economy that runs on information, employers face a shortage of information workers. Through the Cisco Networking Academy Program, high school and college students can learn the information they need to prepare them for the information technology job market. In this program, students learn computer network theory and practice, as well as teamwork, and develop problem-solving and critical thinking skills that are in demand in today's workplace. At the end of the program, students have an opportunity to take either or both of two national certification examinations: the Cisco Certified Network Associate (CCNA) or the Certified Network Associate (CNA). Employers instantly recognize these certifications as credentials with real meaning.

### **Day or Evening Program – 2 Semesters**

			<b>Credits</b>
CPT	101	Introduction to Computers	3.0
IST	104	Introduction to the Internet	1.0
IST	201	Cisco Internetworking Concepts	3.0
IST	202	Cisco Router Configuration	3.0
IST	203	Advanced Cisco Router Configuration	3.0
IST	204	Cisco Troubleshooting	3.0

**Total Credit Hours                      16.0**





# Associate in Business

## Major in General Business

*Mission: The mission of the Business Department is to provide quality education that is accessible, affordable and innovative with continuing involvement in partnering with all stakeholders of Piedmont Technical College.*

The field of business offers numerous career opportunities. Probably no other occupational area encompasses the diverse range of activities than those found in business. Accounting and management are typical examples of the potential career possibilities for business graduates.

By carefully selecting appropriate electives, Piedmont Technical College's business students can prepare for the specific aspect of business that they wish to pursue. (Contingent on sufficient student interest and enrollment, elective courses are available that lead to a degree in General Business with electives in Accounting, Business Management, Office Management or General Business.) Students can pursue their studies in either day or night classes, if sufficient enrollment is maintained.

The Associate in Business curriculum (including Accounting, Management, Office Management, General Business and Transfer Track electives) is accredited by the Association of Collegiate Business Schools and Programs.

Transfer opportunities exist for business students upon completion of the two-year degree. The number of business courses accepted varies from institution to institution and the student should contact his or her advisor as early as possible to explore transfer options. Written transfer agreements have been reached with Lander University and Newberry College in an attempt to provide maximum transferability of course work.

### Day Program – 5 Semesters

First Semester			Credits
BUS	101	Introduction to Business	3.0
CPT	101	Introduction to Computers <b>or</b> CPT 170 Microcomputer Applications	3.0
ENG	165	Professional Communications	3.0
MAT	155	Contemporary Mathematics	3.0
Elective			3.0

### Second Semester

ACC	101	Accounting Principles I	3.0
ENG	101	English Composition I	3.0
MAT	120	Probability and Statistics	3.0
MGT	120	Small Business Management	3.0
MKT	101	Marketing	3.0

### Summer Term

ACC	102	Accounting Principles II	3.0
Elective			3.0

### Third Semester

ECO	210	Macroeconomics	3.0
MGT	101	Principles of Management	3.0
Business Elective			3.0
Business Elective			3.0
Business Elective			3.0

### Fourth Semester

ACC	124	Individual Tax Procedures	3.0
BUS	121	Business Law I	3.0
ECO	211	Microeconomics	3.0
Business Elective			3.0
Elective		Humanities/Fine Arts	3.0

**Total Credit Hours 66.0**

### Evening Program – 6 Semesters

First Semester			Credits
BUS	101	Introduction to Business	3.0
CPT	101	Introduction to Computers <b>or</b> CPT 170 Microcomputer Applications	3.0
ENG	165	Professional Communications	3.0
MAT	155	Contemporary Mathematics	3.0

### Second Semester

ACC	101	Accounting Principles I	3.0
ENG	101	English Composition I	3.0
MAT	120	Probability and Statistics	3.0
Elective		Humanities/Fine Arts	3.0

### Summer Term

ACC	102	Accounting Principles II	3.0
Elective			3.0
Elective			3.0

### Third Semester

ECO	210	Macroeconomics	3.0
MGT	101	Principles of Management	3.0
Business Elective			3.0
Business Elective			3.0

### Fourth Semester

ACC	124	Individual Tax Procedures	3.0
BUS	121	Business Law I	3.0
ECO	211	Microeconomics	3.0
Business Elective			3.0

### Summer Term

MGT	120	Small Business Management	3.0
MKT	101	Marketing	3.0
Business Elective			3.0

**Total Credit Hours 66.0**

## **Accounting Course Work**

### **Day Program – 5 Semesters**

<b>First Semester</b>			<b>Credits</b>
ACC	101	Accounting Principles I	3.0
BUS	101	Introduction to Business	3.0
CPT	101	Introduction to Computers <b>or</b> CPT 170 Microcomputer Applications	3.0
ENG	165	Professional Communications	3.0
MAT	155	Contemporary Mathematics	3.0

### **Second Semester**

ACC	102	Accounting Principles II	3.0
ENG	101	English Composition I	3.0
MAT	120	Probability and Statistics	3.0
MKT	101	Marketing	3.0
Elective		Humanities/Fine Arts	3.0

### **Summer Term**

ACC	124	Individual Tax Procedures	3.0
Elective			3.0

### **Third Semester**

ACC	150	Payroll Accounting	3.0
ACC	201	Intermediate Accounting I	3.0
BAF	260	Financial Management	3.0
ECO	210	Macroeconomics	3.0
MGT	101	Principles of Management	3.0

### **Fourth Semester**

ACC	202	Intermediate Accounting II	3.0
ACC	230	Cost Accounting I	3.0
ACC	240	Computerized Accounting	3.0
BUS	121	Business Law I	3.0
ECO	211	Microeconomics	3.0

**Total Credit Hours                      66.0**

### **Evening Program – 6 Semesters**

<b>First Semester</b>			<b>Credits</b>
ACC	101	Accounting Principles I	3.0
BUS	101	Introduction to Business	3.0
ENG	165	Professional Communications	3.0
MAT	155	Contemporary Mathematics	3.0

### **Second Semester**

ACC	102	Accounting Principles II	3.0
ENG	101	English Composition I	3.0
MAT	120	Probability and Statistics	3.0
Elective		Humanities/Fine Arts	3.0

### **Summer Term**

CPT	101	Introduction to Computers <b>or</b> CPT 170 Microcomputer Applications	3.0
MKT	101	Marketing	3.0
Elective			3.0

### **Third Semester**

ACC	150	Payroll Accounting	3.0
ACC	201	Intermediate Accounting I	3.0
ECO	210	Macroeconomics	3.0
MGT	101	Principles of Management	3.0

### **Fourth Semester**

ACC	124	Individual Tax Procedures	3.0
ACC	202	Intermediate Accounting II	3.0
BUS	121	Business Law I	3.0
ECO	211	Microeconomics	3.0

### **Summer Term**

ACC	230	Cost Accounting I	3.0
ACC	240	Computerized Accounting	3.0
BAF	260	Financial Management	3.0

**Total Credit Hours                      66.0**

## **E-Commerce Course Work**

### **Day Program – 5 Semesters**

<b>First Semester</b>			<b>Credits</b>
ARV	110	Computer Graphics I	3.0
CPT	101	Introduction to Computers	3.0
ENG	165	Professional Communications	3.0
IST	225	Internet Communications	3.0
MAT	155	Contemporary Mathematics	3.0

### **Second Semester**

ACC	101	Accounting Principles I	3.0
ARV	227	Web Site Design I	3.0
ENG	101	English Composition I	3.0
MAT	120	Probability and Statistics	3.0
MKT	110	Retailing	3.0

### **Summer Term**

ARV	219	Multimedia Techniques	3.0
ARV	228	Web Site Design II	3.0

### **Third Semester**

ACC	102	Accounting Principles II	3.0
ECO	210	Macroeconomics	3.0
MGT	101	Principles of Management	3.0
MGT	120	Small Business Management	3.0
OST	267	Integrated Information Processing	3.0

### **Fourth Semester**

ACC	124	Individual Tax Procedures	3.0
BUS	121	Business Law I	3.0
BUS	210	Introduction to E-Commerce in Business	3.0
ECO	211	Microeconomics	3.0
Elective		Humanities/Fine Arts	3.0

**Total Credit Hours                      66.0**

**Evening Program – 6 Semesters**

<b>First Semester</b>			<b>Credits</b>
CPT	101	Introduction to Computers	3.0
ENG	165	Professional Communications	3.0
IST	225	Internet Communications	3.0
MAT	155	Contemporary Mathematics	3.0

**Second Semester**

ACC	101	Accounting Principles I	3.0
ENG	101	English Composition I	3.0
MAT	120	Probability and Statistics	3.0
MKT	110	Retailing	3.0

**Summer Term**

ACC	102	Accounting Principles II	3.0
ARV	219	Multimedia Techniques	3.0
MGT	120	Small Business Management	3.0

**Third Semester**

ARV	110	Computer Graphics I	3.0
ECO	210	Macroeconomics	3.0
MGT	101	Principles of Management	3.0
OST	267	Integrated Information Processing	3.0

**Fourth Semester**

ACC	124	Individual Tax Procedures	3.0
ARV	227	Web Design I	3.0
BUS	210	Introduction to E-Commerce in Business	3.0
ECO	211	Microeconomics	3.0

**Summer Term**

ARV	228	Web Design II	3.0
BUS	121	Business Law I	3.0
Elective		Humanities/Fine Arts	3.0

**Total Credit Hours 66.0**

***Management Course Work*****Day Program – 5 Semesters**

<b>First Semester</b>			<b>Credits</b>
BUS	101	Introduction to Business	3.0
CPT	101	Introduction to Computers <b>or</b> CPT 170 Microcomputer Applications	3.0
ECO	210	Macroeconomics	3.0
ENG	165	Professional Communications	3.0
MAT	155	Contemporary Mathematics	3.0

**Second Semester**

ACC	101	Accounting Principles I	3.0
ECO	211	Microeconomics	3.0
ENG	101	English Composition I	3.0
MAT	120	Probability and Statistics	3.0
MKT	101	Marketing	3.0

**Summer Term**

ACC	102	Accounting Principles II	3.0
MGT	230	Managing Information Resources	3.0

**Third Semester**

BAF	260	Financial Management	3.0
BUS	210	Introduction to E-Commerce in Business	3.0
MGT	101	Principles of Management	3.0
MGT	150	Fundamentals of Supervision	3.0
Elective			3.0

**Fourth Semester**

BAF	250	Investments	3.0
BUS	121	Business Law I	3.0
MGT	120	Small Business Management	3.0
MGT	201	Human Resource Management	3.0
Elective		Humanities/Fine Arts	3.0

**Total Credit Hours 66.0**

**Evening Program – 6 Semesters**

<b>First Semester</b>			<b>Credits</b>
BUS	101	Introduction to Business	3.0
CPT	101	Introduction to Computers <b>or</b> CPT 170 Microcomputer Applications	3.0
ENG	165	Professional Communications	3.0
MAT	155	Contemporary Mathematics	3.0

**Second Semester**

ACC	101	Accounting Principles I	3.0
ENG	101	English Composition I	3.0
MAT	120	Probability and Statistics	3.0
Elective		Humanities/Fine Arts	3.0

**Summer Term**

ACC	102	Accounting Principles II	3.0
BAF	250	Investments	3.0
MGT	230	Managing Information Resources	3.0

**Third Semester**

BUS	210	Introduction to E-Commerce in Business	3.0
ECO	210	Macroeconomics	3.0
MGT	101	Principles of Management	3.0
MGT	150	Fundamentals of Supervision	3.0

**Fourth Semester**

BUS	121	Business Law I	3.0
ECO	211	Microeconomics	3.0
MGT	201	Human Resource Management	3.0
Elective			3.0

**Summer Term**

BAF	260	Financial Management	3.0
MGT	120	Small Business Management	3.0
MKT	101	Marketing	3.0

**Total Credit Hours 66.0**

## ***Office Management Course Work***

**Day Program – 5 Semesters****First Semester**

			<b>Credits</b>
ENG	165	Professional Communications	3.0
MAT	155	Contemporary Mathematics	3.0
MGT	150	Fundamentals of Supervision	3.0
OST	105	Keyboarding	3.0
PSY	201	General Psychology	3.0

**Second Semester**

ACC	101	Accounting Principles I	3.0
CPT	170	Microcomputer Applications	3.0
ENG	101	English Composition I	3.0
MKT	101	Marketing	3.0
OST	110	Document Formatting	3.0

**Summer Term**

ACC	102	Accounting Principles II	3.0
OST	165	Information Processing Software	3.0

**Third Semester**

ACC	150	Payroll Accounting	3.0
ECO	210	Macroeconomics	3.0
OST	167	Information Processing Applications	3.0
Elective		Humanities/Fine Arts	3.0
Elective			3.0

**Fourth Semester**

MGT	120	Small Business Management	3.0
BUS	121	Business Law I	3.0
MAT	120	Probability and Statistics	3.0
MGT	201	Human Resource Management	3.0
OST	261	Office Spreadsheet Applications	3.0

**Total Credit Hours 66.0**

**Evening Program – 6 Semesters****First Semester**

			<b>Credits</b>
ENG	165	Professional Communications	3.0
OST	105	Keyboarding	3.0
MAT	155	Contemporary Mathematics	3.0
MGT	150	Fundamentals of Supervision	3.0

**Second Semester**

ACC	101	Accounting Principles I	3.0
ENG	101	English Composition I	3.0
OST	110	Document Formatting	3.0
Elective		Humanities/Fine Arts	3.0

**Summer Term**

ACC	102	Accounting Principles II	3.0
CPT	170	Microcomputer Applications	3.0
MGT	120	Small Business Management	3.0

**Third Semester**

ACC	150	Payroll Accounting	3.0
ECO	210	Macroeconomics	3.0
OST	165	Information Processing Software	3.0

**Fourth Semester**

BUS	121	Business Law I	3.0
MAT	120	Probability and Statistics	3.0
MGT	201	Human Resource Management	3.0
OST	167	Information Processing Applications	3.0

**Summer Term**

MKT	101	Marketing	3.0
OST	261	Office Spreadsheet Applications	3.0
PSY	201	General Psychology	3.0
Elective			3.0

**Total Credit Hours 66.0**





## ***Lander Transfer***

### **Day Program – 5 Semesters**

<b>First Semester</b>			<b>Credits</b>
BUS	101	Introduction to Business	3.0
CPT	170	Microcomputer Applications	3.0
ECO	210	Macroeconomics	3.0
ENG	101	English Composition I	3.0
MAT	120	Probability and Statistics	3.0

### **Second Semester**

ACC	101	Accounting Principles I	3.0
ECO	211	Microeconomics	3.0
ENG	102	English Composition II	3.0
MAT	122	Finite College Mathematics	3.0
SOC	101	Introduction to Sociology	3.0

### **Summer Term**

ACC	102	Accounting Principles II	3.0
HIS	201	American History: Discovery to 1877	3.0

### **Third Semester**

BAF	260	Financial Management	3.0
MGT	101	Principles of Management	3.0
PHI	101	Introduction to Philosophy	3.0
SPC	205	Public Speaking	3.0
Elective			3.0

### **Fourth Semester**

ACC	230	Cost Accounting	3.0
ARV	261	Advertising Design I or MKT 101 Marketing	3.0
BUS	121	Business Law I	3.0
MGT	120	Small Business Management	3.0
Elective			3.0

**Total Credit Hours                      66.0**

### **Evening Program – 6 Semesters**

<b>First Semester</b>			<b>Credits</b>
BUS	101	Introduction to Business	3.0
ENG	101	English Composition I	3.0
MAT	120	Probability and Statistics	3.0
MGT	101	Principles of Management	3.0

### **Second Semester**

ACC	101	Accounting Principles I	3.0
CPT	170	Microcomputer Applications	3.0
ENG	102	English Composition II	3.0
MAT	122	Finite College Mathematics	3.0

### **Summer Term**

ACC	102	Accounting Principles II	3.0
MGT	120	Small Business Management	3.0
SOC	101	Introduction to Sociology	3.0

### **Third Semester**

ECO	210	Macroeconomics	3.0
PHI	101	Introduction to Philosophy	3.0
SPC	205	Public Speaking	3.0
Elective			3.0

### **Fourth Semester**

ARV	261	Advertising Design I or MKT 101 Marketing	3.0
BUS	121	Business Law I	3.0
ECO	211	Microeconomics	3.0
Elective			3.0

### **Summer Term**

ACC	230	Cost Accounting I	3.0
BAF	260	Financial Management	3.0
HIS	201	American History: Discovery to 1877	3.0

**Total Credit Hours                      66.0**

## ***Accounting Certificate***

### **Day Program – 4 Semesters**

<b>First Semester</b>			<b>Credits</b>
ACC	101	Accounting Principles I	3.0
CPT	101	Introduction to Computers <b>or</b> CPT 170 Microcomputer Applications	3.0
MAT	155	Contemporary Mathematics	3.0
MGT	101	Principles of Management	3.0

### **Second Semester**

ACC	102	Accounting Principles II	3.0
ACC	124	Individual Tax Procedures	3.0

### **Summer Term**

ACC	201	Intermediate Accounting I	3.0
BAF	260	Financial Management	3.0

### **Third Semester**

ACC	202	Intermediate Accounting II	3.0
ACC	230	Cost Accounting I	3.0
ACC	240	Computerized Accounting	3.0

**Total Credit Hours                      33.0**

**Evening Program – 5 Semesters**

<b>First Semester</b>			<b>Credits</b>
ACC	101	Accounting Principles I	3.0
MAT	155	Contemporary Mathematics	3.0
MGT	101	Principles of Management	3.0

**Second Semester**

ACC	102	Accounting Principles II	3.0
ACC	124	Individual Tax Procedures	3.0

**Summer Term**

ACC	201	Intermediate Accounting I	3.0
ACC	230	Cost Accounting I	3.0
BAF	260	Financial Management	3.0

**Third Semester**

ACC	202	Intermediate Accounting II	3.0
CPT	101	Introduction to Computers <b>or</b> CPT 170 Microcomputer Applications	3.0

**Fourth Semester**

ACC	240	Computerized Accounting	3.0
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**Total Credit Hours 33.0**

***E-Commerce Certificate***

This certificate provides students with a broad overview of Internet training and applications within a small business and marketing communications environment. The certificate introduces students to the Internet and how it is changing business, communication, supply chain functions, marketing and trading practices. Additionally, students will gain experience in Web page design and the business opportunities and potential of e-commerce.

**Day or Evening Program – 3 Semesters**

<b>First Semester</b>			<b>Credits</b>
ARV	110	Computer Graphics I	2.0
BUS	210	Introduction to E-Commerce in Business	3.0
OST	267	Integrated Information Processing	3.0

**Second Semester**

ARV	227	Web Site Design I	3.0
IST	225	Internet Communications	3.0
MKT	110	Retailing	3.0

**Summer Term**

ARV	219	Multimedia Techniques	3.0
ARV	228	Web Site Design II	3.0
MGT	120	Small Business Management	3.0

**Total Credit Hours 27.0**

***Management Certificate*****Day Program – 3 Semesters**

<b>First Semester</b>			<b>Credits</b>
ENG	165	Professional Communications	3.0
MAT	155	Contemporary Mathematics	3.0
MGT	101	Principles of Management	3.0
MGT	150	Fundamentals of Supervision	3.0

**Second Semester**

ACC	101	Accounting Principles I	3.0
BUS	121	Business Law I	3.0
CPT	101	Introduction to Computers <b>or</b> CPT 170 Microcomputer Applications	3.0
MGT	120	Small Business Management	3.0
MGT	201	Human Resource Management	3.0

**Summer Term**

BAF	260	Financial Management	3.0
BUS	210	Introduction to E-Commerce in Business	3.0
MGT	230	Managing Information Resources	3.0

**Total Credit Hours 36.0**

**Evening Program – 3 Semesters**

<b>First Semester</b>			<b>Credits</b>
CPT	101	Introduction to Computers <b>or</b> CPT 170 Microcomputer Applications	3.0
MAT	155	Contemporary Mathematics	3.0
MGT	101	Principles of Management	3.0
MGT	150	Fundamentals of Supervision	3.0

**Second Semester**

ACC	101	Accounting Principles I	3.0
BUS	121	Business Law I	3.0
ENG	165	Professional Communications	3.0
MGT	201	Human Resource Management	3.0

**Summer Term**

BAF	260	Financial Management	3.0
BUS	210	Introduction to E-Commerce in Business	3.0
MGT	120	Small Business Management	3.0
MGT	230	Managing Information Resources	3.0

**Total Credit Hours 36.0**

# ***Associate In Business***

## ***Major In Funeral Services***

The Funeral Services program provides the educational foundation needed to seek South Carolina licensure both as an embalmer and as a funeral director. The program is accredited by the American Board of Funeral Service Education (ABFSE).

Either of these licenses requires that the individual must be at least 18 years old; have completed a 60-credit program of study accredited by the State Board of Funeral Services (with a full associate's degree required for an embalmer); have completed two years of approved apprenticeship; not have been convicted of a violent crime, felony or crime of moral turpitude; and have successfully passed the South Carolina and National Examining Board licensing examinations for embalming and/or funeral director.

The college has specific on-site facilities for training.

Employment is available in cities and towns of all sizes, primarily in funeral homes and crematoriums. Employment opportunities are strong for embalmers and more competitive for funeral directors.

### **General Aims of Funeral Services**

The Funeral Services program at Piedmont Technical College has as its central aim recognition of the importance of funeral services personnel as:

- members of a human services profession;
- members of the community in which they serve;
- participants in the relationship between bereaved families and those engaged in the funeral services profession;
- professionals knowledgeable of and compliant with federal, state and local regulatory guidelines; and
- professionals sensitive to the responsibility for public health, safety and welfare in caring for human remains.

The training and course work of the program are targeted to accomplish each of the following primary objectives:

1. to enlarge the background and knowledge of students about the funeral services profession.
2. to educate students in every phase of funeral services and help enable them to develop the proficiency and skills necessary for the profession.

Course work enables students to:

- a. meet the educational requirements of their profession;
  - b. meet the expectations of society regarding the performance of the funeral services profession;
  - c. comply with governmental standards;
  - d. serve as effective administrators;
  - e. plan, implement and provide the logistical support for funeral services activities;
  - f. provide safeguards to health as required; and
  - g. apply appropriate sanitation methods in compliance with the requirements of the funeral services profession.
3. to educate students concerning the responsibilities of the funeral services profession to the community at large.
  4. to emphasize high standards of ethical conduct.
  5. to provide a curriculum at the postsecondary level of instruction.
  6. to encourage research in the field of funeral services.

### **Evening Program – 6 Semesters**

<b>First Semester</b>			<b>Credits</b>
BIO	112	Basic Anatomy and Physiology	4.0
FSE	101	Introduction to Funeral Services	3.0
FSE	115	Funeral Services Directing	3.0
MAT	160	Math for Business and Finance	3.0

#### **Second Semester**

BIO	115	Basic Microbiology	3.0
BIO	230	General Pathology	4.0
FSE	120	Funeral Counseling	3.0
FSE	170	Embalming Chemistry	4.0

#### **Summer Term**

ACC	101	Accounting Principles I	3.0
FSE	165	Sociology of Funeral Services	3.0
PSY	110	Applied Psychology	3.0

#### **Third Semester**

CPT	170	Microcomputer Applications	3.0
ENG	101	English Composition I	3.0
FSE	110	Funeral Services Management and Merchandising	3.0
FSE	150	Embalming I	4.0

#### **Fourth Semester**

FSE	130	Business and Mortuary Law	3.0
FSE	131	Funeral Services Ethics	1.0

FSE 155	Embalming Practicum I	3.0
Elective	Humanities/Fine Arts	3.0

Summer Term		Credits
FSE 140	Restorative Arts	4.0
FSE 250	Funeral Services Projects	1.0
MGT 120	Small Business Management	3.0

**Total Credit Hours 67.0**

## ***Funeral Services Education Certificate***

This certificate is designed for persons who possess bachelor's degrees and are otherwise qualified to take the South Carolina licensure exam for Funeral Director. The courses will provide the student with the required information to become knowledgeable in basic funeral services skills.

This certificate provides the student with a primary technical specialty. Students completing this certificate can, by taking selected general education courses and a secondary technical specialty, have the opportunity to obtain an associate's degree in Occupational Technology with a major in General Technology. Students should meet with their advisors to select the proper courses to meet their particular educational goals. See page 117 of this catalog for additional information on the Occupational Technology degree.

### **Evening Program – 4 Semesters**

First Semester		Credits
BIO 112	Basic Anatomy & Physiology	4.0
FSE 101	Introduction to Funeral Services	3.0
FSE 115	Funeral Services Directing	3.0

Second Semester		
FSE 120	Funeral Counseling	3.0
FSE 130	Business & Mortuary Law	3.0
FSE 131	Funeral Service Ethics	1.0

Summer Term		
ACC 101	Accounting Principles I <b>or</b> MGT 120 Small Business Mgmt.	3.0
FSE 165	Sociology of Funeral Services	3.0
PSY 110	Applied Psychology	3.0

Third Semester		
ENG 101	English Composition I	3.0
FSE 110	Funeral Services Management and Merchandising	3.0

**Total Credit Hours 32.0**





# Associate in Business

## Major in Office Systems Technology

By developing skills in typing, word processing, spreadsheet applications, dictation and transcription, the Office Systems Technology graduate can provide a service necessary to the efficient operation of every business, industry and agency. Actual work experience gained in an area business or industry gives the student an opportunity to assume on-the-job responsibilities even before graduation. Instruction in office procedures, communication applications, telephone training, information processing, accounting and other business skills gives the graduate the ability to exercise good judgment, work independently and take full responsibility for handling the details of office administration.

The required general education classes develop communication and math skills and other professional qualities necessary for the smooth operation of a modern business office.

During this two-year course of study, students choose electives in the field of work in which they are most interested. The student may choose legal, accounting, medical or Spanish electives.

### Day Program – 5 Semesters

First Semester			Credits
ENG	165	Professional Communications	3.0
MAT	155	Contemporary Mathematics	3.0
OST	105	Keyboarding	3.0
OST	134	Office Communications	3.0
PSY	103	Human Relations	3.0

### Second Semester

ACC	101	Accounting Principles I	3.0
ENG	101	English Composition I	3.0
OST	110	Document Formatting	3.0
OST	133	Professional Development	3.0
OST	165	Information Processing Software	3.0

### Summer Term

OST	167	Information Processing Applications	3.0
SPC	205	Public Speaking	3.0
Elective		Humanities/Fine Arts	3.0

### Third Semester

OST	120	Introduction to Machine Transcription	3.0
OST	251	Administrative Systems & Procedures	3.0
OST	261	Office Spreadsheet Applications	3.0
OST	267	Integrated Information Processing	3.0
Elective			3.0

Fourth Semester			Credits
ECO	101	Basic Economics	3.0
OST	122	Medical Machine Transcription I or OST 123 Legal Machine Transcription or OST 221 Adv. Machine Transcription	3.0
OST	210	Document Production	3.0
OST	270	SCWE in Office Systems	3.0
Elective			3.0

**Total Credit Hours 69.0**

## Accounting Course Work

### Day Program – 5 Semesters

First Semester			Credits
ENG	165	Professional Communications	3.0
MAT	155	Contemporary Mathematics	3.0
OST	105	Keyboarding	3.0
OST	134	Office Communications	3.0
PSY	103	Human Relations	3.0

### Second Semester

ACC	101	Accounting Principles I	3.0
ENG	101	English Composition I	3.0
OST	110	Document Formatting	3.0
OST	133	Professional Development	3.0
OST	165	Information Processing Software	3.0

### Summer Term

ACC	102	Accounting Principles II	3.0
OST	167	Information Processing Applications	3.0
SPC	205	Public Speaking	3.0

### Third Semester

OST	120	Introduction to Machine Transcription	3.0
OST	251	Administrative Systems & Procedures	3.0
OST	261	Office Spreadsheet Applications	3.0
OST	267	Integrated Information Processing	3.0
Elective		Humanities/Fine Arts	3.0

### Fourth Semester

ACC	240	Computerized Accounting	3.0
ECO	101	Basic Economics	3.0
OST	122	Medical Machine Transcription I or OST 123 Legal Machine Transcription or OST 221 Adv. Machine Transcription	3.0
OST	210	Document Production	3.0
OST	270	SCWE in Office Systems	3.0

**Total Credit Hours 69.0**

## Legal Course Work

### Day Program – 5 Semesters

First Semester			Credits
ENG	165	Professional Communications	3.0
MAT	155	Contemporary Mathematics	3.0
OST	105	Keyboarding	3.0
OST	134	Office Communications	3.0
PSY	103	Human Relations	3.0

### Second Semester

BUS	121	Business Law I	3.0
OST	110	Document Formatting	3.0
OST	165	Information Processing Software	3.0
ENG	101	English Composition I	3.0
OST	133	Professional Development	3.0

### Summer Term

OST	167	Information Processing Applications	3.0
OST	261	Office Spreadsheet Applications	3.0
Elective		Humanities/Fine Arts	3.0

### Third Semester

ACC	101	Accounting Principles I	3.0
CRJ	120	Constitutional Law <b>or</b>	
		CRJ 101 Introduction to Criminal Justice <b>or</b>	
		CRJ 115 Criminal Law I	3.0
OST	120	Introduction to Machine Transcription	3.0
OST	251	Administrative Systems & Procedures	3.0
OST	267	Integrated Information Processing	3.0

### Fourth Semester

ECO	101	Basic Economics	3.0
OST	123	Legal Machine Transcription <b>or</b>	
		OST 221 Adv. Machine Transcription	3.0
OST	210	Document Production	3.0
OST	270	SCWE in Office Systems	3.0
SPC	205	Public Speaking	3.0

**Total Credit Hours 69.0**

## Medical Course Work

### Day Program – 5 Semesters

First Semester			Credits
ENG	165	Professional Communications	3.0
MAT	155	Contemporary Mathematics	3.0
OST	105	Keyboarding	3.0
OST	134	Office Communications	3.0
PSY	103	Human Relations	3.0

### Second Semester

AHS	102	Medical Terminology	3.0
ENG	101	English Composition I	3.0
OST	110	Document Formatting	3.0
OST	133	Professional Development	3.0
OST	165	Information Processing Software	3.0

### Summer Term

OST	167	Information Processing Applications	3.0
OST	261	Office Spreadsheet Applications	3.0
Elective		Humanities/Fine Arts	3.0

### Third Semester

ACC	101	Accounting Principles I	3.0
OST	120	Introduction to Machine Transcription	3.0
OST	251	Administrative Systems & Procedures	3.0
OST	267	Integrated Information Processing	3.0
SPC	205	Public Speaking	3.0

### Fourth Semester

ECO	101	Basic Economics	3.0
OST	122	Medical Machine Transcription I <b>or</b>	
		OST 221 Adv. Machine Transcription	3.0
OST	210	Document Production	3.0
OST	212	Medical Document Production	3.0
OST	270	SCWE in Office Systems	3.0

**Total Credit Hours 69.0**



## Spanish Course Work

### Day Program – 5 Semesters

First Semester				Credits
ENG	165	Professional Communications		3.0
MAT	155	Contemporary Mathematics		3.0
OST	105	Keyboarding		3.0
OST	134	Office Communications		3.0
SPA	101	Elementary Spanish I		3.0

### Second Semester

ENG	101	English Composition I		3.0
OST	110	Document Formatting		3.0
OST	133	Professional Development		3.0
OST	165	Information Processing Software		3.0
SPA	102	Elementary Spanish II		3.0

### Summer Term

OST	167	Information Processing Applications	3.0
OST	261	Office Spreadsheet Applications	3.0
Elective		Humanities/Fine Arts	3.0

### Third Semester

ACC	101	Accounting Principles I	3.0
OST	120	Introduction to Machine Transcription	3.0
OST	251	Administrative Systems & Procedures	3.0
OST	267	Integrated Information Processing	3.0
SPC	205	Public Speaking	3.0

### Fourth Semester

ECO	101	Basic Economics	3.0
OST	122	Medical Machine Transcription I <b>or</b> OST 123 Legal Machine Transcription <b>or</b> OST 221 Advanced Transcription	3.0
OST	210	Document Production	3.0
OST	270	SCWE in Office Systems	3.0
PSY	103	Human Relations	3.0

**Total Credit Hours 69.0**

## Automated Office Technology Diploma

### Day Program – 4 Semesters

First Semester				Credits
ENG	165	Professional Communications		3.0
MAT	155	Contemporary Mathematics		3.0
OST	105	Keyboarding		3.0
OST	134	Office Communications		3.0
PSY	103	Human Relations		3.0

### Second Semester

ENG	101	English Composition I	3.0
OST	110	Document Formatting	3.0
OST	133	Professional Development	3.0
OST	165	Information Processing Software	3.0
Core Elective			3.0

### Summer Term

ACC	101	Accounting Principles I	3.0
OST	167	Information Processing Applications	3.0
OST	261	Office Spreadsheet Applications	3.0

### Third Semester

OST	120	Introduction to Machine Transcription	3.0
OST	251	Administrative Systems and Proced.	3.0
OST	267	Integrated Information Processing	3.0
Core Elective			3.0

**Total Credit Hours 51.0**

### OST Associate's Degree Candidates (Last Semester)

(AOT students can obtain an associate's degree in OST by completing a fifth semester.)

ECO	101	Basic Economics	3.0
OST	122	Medical Machine Transcription I <b>or</b> OST 123 Legal Machine Transcription	3.0
OST	210	Document Production	3.0
OST	270	SCWE in Office Systems	3.0
SPC	205	Public Speaking	3.0
Elective		Humanities/Fine Arts Elective	3.0

<u>ACC</u>	<u>LEGAL</u>	<u>MEDICAL</u>	<u>SPANISH</u>
ACC 102	BUS 121	AHS 102	SPA 101
ACC 240	CRJ 120 <b>or</b>	OST 122 <b>or</b>	SPA 102
OST 122 <b>or</b>	CRJ 101 <b>or</b>	OST 221	OST 122 <b>or</b>
OST 123 <b>or</b>	CRJ 115	OST 212	OST 123 <b>or</b>
OST 221	OST 123 <b>or</b>		OST 221
	OST 221		



## ***Insurance Customer Service Certificate***

The Insurance Customer Service Certificate was created at the request of the Independent Insurance Agents of South Carolina. This certificate is the first of a series of certificates to address the needs of these agencies. Students completing this certificate are qualified to work as customer service representatives in any insurance office and can then be quickly trained to the specifics of any one particular agency. The night program is specifically designed to target those persons working full-time who have the desire to make a career change.

### **Evening Program – 3 Semesters**

<b>First Semester</b>				<b>Credits</b>
ENG	165	Professional Communications		3.0
INS	101	Property and Casualty Insurance		3.0
MAT	155	Contemporary Mathematics		3.0
OST	105	Keyboarding		3.0

### **Second Semester**

CPT	178	Software Applications		3.0
ENG	101	English Composition I		3.0
INS	102	Personal Insurance		3.0
OST	110	Document Formatting		3.0

### **Summer Term**

INS	103	Commercial Insurance		3.0
INS	104	Insurance Agency Operations and Sales Management		3.0
OST	165	Information Processing Software		3.0
SPC	205	Public Speaking		3.0

**Total Credit Hours                      36.0**



## ***Office/Customer Service Operations Certificate***

The student completing this certificate will have a basic understanding of the office/retail environment; entry-level computer and keyboarding skills; and knowledge of basic computer service skills. This exposure prepares the graduate to interview for jobs, to present a confident, competent persona to prospective employers and to perform well in new situations.

### **Day Program – 2 Semesters**

<b>First Semester</b>				<b>Credits</b>
BUS	101	Introduction to Business		3.0
ENG	165	Professional Communications		3.0
MAT	150	Fundamentals of Mathematics <b>or</b> MAT 160 Math for Business and Finance		3.0
OST	105	Keyboarding		3.0
Elective		Social/Behavioral Science		3.0

### **Second Semester**

CPT	178	Software Applications <b>or</b> CPT 170 Microcomputer Applications		3.0
CWE	113	Cooperative Work Experience I		3.0
OST	133	Professional Development		3.0
PSY	103	Human Relations		3.0
SPC	205	Public Speaking		3.0

**Total Credit Hours                      30.0**





## Office Technician Certificate

This certificate provides basic computer training and advanced word processing skills. The student completing this certificate can qualify for entry-level office positions such as data entry technicians, receptionists or any word processing intensive positions.

### Day Program – 3 Semesters

First Semester			Credits
BUS	101	Introduction to Business	3.0
CPT	178	Software Applications <b>or</b> CPT 170 Microcomputer Applications	3.0
OST	105	Keyboarding	3.0
OST	133	Professional Development	3.0

### Second Semester

ACC	101	Accounting Principles I	3.0
OST	110	Document Formatting	3.0
OST	165	Information Processing Software	3.0

### Summer Term

MGT	101	Principles of Management	3.0
OST	167	Information Processing Applications	3.0
OST	261	Office Spreadsheet Applications	3.0

**Total Credit Hours 30.0**

## Word Processing Certificate

The word processing certificate is a three-semester, in-depth training certificate in document production. The student is introduced to entry-level document production and file management in the first course. This is followed by intermediate tasks such as merging, sorting, envelopes, etc. The advanced course introduces graphics and some desktop publishing activities.

### Day or Evening Program – 3 Semesters

First Semester			Credits
CPT	178	Software Applications <b>or</b> CPT 170 Microcomputer Applications	3.0

### Second Semester

OST	165	Information Processing Software	3.0
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### Summer Term

OST	167	Information Processing Applications	3.0
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**Total Credit Hours 9.0**

## Commercial Art Program

Through this program, students may obtain certificates in advertising design, desktop publishing, illustration or photography. These certificates provide students with primary technical specialties. By completing one of these certificates, general education courses and a secondary technical specialty, students have the opportunity to obtain an associate's degree in Occupational Technology with a major in General Technology. Students should meet with their advisors to select the proper courses to meet their particular educational goals. See page 117 of this catalog for additional information on the Occupational Technology degree.

Also, by working closely with their advisors, students can select courses that will allow them to transfer to four-year colleges or universities. Students have the option of obtaining all certificates by taking all of the courses listed. Graphic designers work with clients to create print ads, brochures, logos, letterheads and many other types of printed materials. Career opportunities are available in advertising agencies, commercial printing businesses, photography studios, newspapers and industries.

## Advertising Design Certificate

This certificate covers the fundamentals of copy and layout for print media advertising. In addition to core classes, course work centers around basic copywriting, advertising design, marketing and typography. Hands-on projects designing logos, posters, flyers and advertisements help students build a portfolio of work to show potential employers. Students learn on the latest hardware and software available.

### Day or Evening Program – 3 Semesters

First Semester			Credits
ARV	110	Computer Graphics I	3.0
ARV	120	Drawing	3.0
ARV	121	Design	3.0
CGC	106	Typography I	3.0
OST	105	Keyboarding	3.0

### Second Semester

ARV	161	Visual Communications Media	3.0
ARV	162	Graphic Reproduction I	3.0
ARV	261	Advertising Design I	3.0
ARV	266	Seminar in Graphics Art	3.0
MKT	240	Advertising	3.0

**Summer Term**

ARV	262	Advertising Design II	3.0
ARV	265	Graphics Art Portfolio	1.0
CWE	112	Cooperative Work Experience I	2.0

**Total Credit Hours 36.0**

**Desktop Publishing Certificate**

This certificate provides training on state-of-the-art hardware using the most updated computer software programs required in the graphic design industry. Since graphic design has become a high-tech business, it is important to learn technical computer skills. These skills, such as page layout basics, scanning operations, image-editing techniques and computer graphic applications, are taught along with basic core courses.

**Day or Evening Program – 3 Semesters**

<b>First Semester</b>			<b>Credits</b>
ARV	110	Computer Graphics I	3.0
ARV	120	Drawing	3.0
ARV	121	Design	3.0
CGC	106	Typography I	3.0
OST	105	Keyboarding	3.0

**Second Semester**

ARV	161	Visual Communications Media	3.0
ARV	162	Graphic Reproduction I	3.0
ARV	266	Seminar in Graphics Art	3.0
CGC	110	Electronic Publishing	3.0
ENG	175	Proofreading and Editing	3.0

**Summer Term**

ARV	265	Graphics Art Portfolio	1.0
CGC	210	Advanced Electronic Publishing	3.0
CWE	112	Cooperative Work Experience I	2.0

**Total Credit Hours 36.0**

**Illustration Certificate**

This certificate provides hands-on training in the latest techniques of drawing and rendering. In addition to core courses, classes will center around basic drawing (beginning, intermediate and advanced), graphic illustration, modern art communications and color and composition.

**Day or Evening Program – 3 Semesters**

<b>First Semester</b>			<b>Credits</b>
ARV	110	Computer Graphics I	3.0
ARV	120	Drawing	3.0
ARV	121	Design	3.0
CGC	106	Typography I	3.0
OST	105	Keyboarding	3.0

**Second Semester**

ARV	102	Modern Art Communications	3.0
ARV	161	Visual Communications Media	3.0
ARV	162	Graphic Reproduction I	3.0
ARV	123	Composition and Color	3.0
ARV	266	Seminar in Graphics Art	3.0

**Summer Term**

ARV	205	Graphic Illustration	3.0
ARV	265	Graphics Art Portfolio	1.0
CWE	112	Cooperative Work Experience I	2.0

**Total Credit Hours 36.0**

**Photography Certificate**

This certificate provides both aesthetic and commercial applications of photography. Beginning in the first semester, students will learn how to take pictures on assignment and will learn to develop their own pictures in a darkroom housing large format enlargers. Beginning, intermediate and advanced photography classes are offered in addition to core courses.

**Day or Evening Program – 3 Semesters**

<b>First Semester</b>			<b>Credits</b>
ARV	110	Computer Graphics I	3.0
ARV	114	Photography I	3.0
ARV	121	Design	3.0
CGC	106	Typography	3.0
OST	105	Keyboarding	3.0

**Second Semester**

ARV	161	Visual Communications Media	3.0
ARV	162	Graphic Reproduction I	3.0
ARV	214	Photography II	3.0



ARV	266	Seminar in Graphics Art	3.0
ENG	175	Proofreading and Editing	3.0

#### Summer Term

ARV	215	Photography III	3.0
ARV	265	Graphics Art Portfolio	1.0
CWE	112	Cooperative Work Experience I	2.0

**Total Credit Hours 36.0**

### ***Interior Design Certificate***

This certificate prepares students for a career in Interior Design. The program focus is on domestic design and decor, but also treats European influences on American interior design. It provides students with the knowledge and skills needed for analysis and design.

#### **Evening Program - 4 Semesters Credits**

ARV	105	Overview of Interior Design	2.0
ARV	106	Theory of Color	1.0
ARV	140	American & European Furniture	2.0
ARV	141	Textiles - Fiber to Fabric	1.0
ARV	142	Kitchen and Bath Design	1.0
ARV	143	Space Planning, Furniture Layouts and Accessories	2.0
ARV	150	Studio I	1.0
ARV	151	Studio II	2.0
ARV	160	Visual Concepts	1.0
ARV	165	Visual Presentation	1.0
ARV	171	CAD for Interior Design	2.0
ARV	172	Fundamentals of Blueprint Reading	1.0
ARV	173	Building Construction	1.0
ARV	180	Floors, Walls and Windows	3.0
ARV	181	Interior Lighting	1.0
ARV	182	Exterior Living Design	1.0
MAT	188	Technical Math III	2.0
ARV	190	Trends in Interior Design	1.0
ARV	201	Client Relations	1.0
ARV	274	Interior Design Practicum	2.0

**Total Credit Hours 29.0**



# HEALTH SCIENCE CURRICULA

With the complexity and diversity of today's health care system, varieties of health care professionals are needed. To function effectively by providing safe, knowledgeable patient care, the health care professional needs a thorough understanding of basic sciences and individual curriculum theory. To provide the broad education necessary for the development of this understanding, Piedmont Technical College and area health care facilities cooperatively provide students with excellent opportunities in didactic and clinical experiences.

The overall objective of this program is to provide quality education that will lead to highly proficient, competent graduates.

The clinical phase of instruction is an integral and important part of all health science programs. During this phase, students may be involved either in direct or indirect patient care.

Students are responsible for their own transportation during rotations and to off-campus, program-related

activities, including clinicals and laboratories.

When participating in a clinical experience at an affiliate health care facility, the student is governed both by college regulations and regulations of the affiliate facility. Affiliate policies may require students to submit to the same drug testing procedures that apply to employees of the facility. Students may be dismissed from clinical and/or the program if found in violation of clinical application policies. CPR certification must be current for clinical rotations.

Students are required to observe universal precautions in all labs and clinics where there is a risk of exposure to blood and body fluids.

No student in health sciences programs is permitted to receive remuneration for time spent in a facility as a part of the clinical course assignment. Clinicals are considered learning experiences and are a part of course requirements.

## Associate in Health Science *Major in Nursing*

The Associate Degree Nursing (ADN) curriculum prepares men and women to assume responsibilities as direct care providers in a variety of health care settings. The program is designed to help students integrate nursing principles and theories with the sciences to utilize the nursing process in the practice of holistic nursing.

Graduates of the ADN program are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The ADN graduate is qualified to pursue a bachelor of science degree in nursing (BSN).

The Associate Degree Nursing program is approved by the State Board of Nursing for S.C. and is accredited by the National League for Nursing Accrediting Commission (61 Broadway - 33rd Floor, New York, New York 10006).

### Day Program – 5 Semesters

#### Summer Admission

#### Summer Term

			Credits
BIO	210	Anatomy and Physiology I	4.0
NUR	101	Fundamentals of Nursing	6.0

NUR	107	Nutrition and Diet Therapy	1.0
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#### First Semester

BIO	211	Anatomy and Physiology II	4.0
ENG	101	English Composition I	3.0
MAT	102	Intermediate Algebra <b>or</b> MAT 120 Probability and Statistics	3.0
NUR	111	Common Health Problems	6.0
NUR	105	Pharmacology for Nurses	1.0

#### Second Semester

ENG	102	English Composition II	3.0
NUR	211	Care of Childbearing Family	4.0
NUR	212	Nursing Care of Children	4.0
NUR	217	Trends and Issues In Nursing	2.0
PSY	201	General Psychology	3.0

#### Summer Term

CPT	170	Microcomputer Applications	3.0
NUR	214	Mental Health Nursing	4.0
NUR	232	Gerontological Nursing	3.0

#### Third Semester

NUR	210	Complex Health Problems	5.0
NUR	215	Management of Patient Care	5.0
NUR	216	Nursing Seminar	1.0
Elective			3.0

<b>Total Credit Hours</b>	<b>68.0</b>
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**Fall Admission****First Semester**

			<b>Credits</b>
BIO	210	Anatomy and Physiology I	4.0
MAT	102	Intermediate Algebra <b>or</b> MAT 120 Probability and Statistics	3.0
NUR	101	Fundamentals of Nursing	6.0
NUR	107	Nutrition and Diet Therapy	1.0
PSY	201	General Psychology	3.0

**Second Semester**

BIO	211	Anatomy and Physiology II	4.0
ENG	101	English Composition I	3.0
NUR	111	Common Health Problems	6.0
NUR	105	Pharmacology for Nurses	1.0

**Summer Term**

CPT	170	Microcomputer Applications	3.0
NUR	214	Mental Health Nursing	4.0
NUR	232	Gerontological Nursing	3.0

**Third Semester**

ENG	102	English Composition II	3.0
NUR	211	Care of Childbearing Family	4.0
NUR	212	Nursing Care of Children	4.0
NUR	217	Trends and Issues In Nursing	2.0

**Fourth Semester**

NUR	210	Complex Health Problems	5.0
NUR	215	Management of Patient Care	5.0
NUR	216	Nursing Seminar	1.0
Elective			3.0

**Total Credit Hours****68.0**

### ***Advanced Placement in Associate Degree Nursing (ADN) Program***

The Advanced Placement curriculum is designed to prepare qualified licensed practical nurses to become associate degree nurses. Eligibility for this program includes meeting all ADN admission requirements, holding a current license in practical nursing and completing NUR 201 (Transition in Nursing) with a grade of "C" or better.

Upon meeting all requirements, students will be placed into curriculum upon space availability. Students admitted to the ADN program with advanced placement status will be required to complete the following nursing courses:

<b>Courses</b>			<b>Credits</b>
NUR	201	Transition Nursing	3.0
NUR	210	Complex Health Problems	5.0
NUR	211	Care of Childbearing Family	4.0
NUR	212	Nursing Care of Children	4.0
NUR	214	Mental Health Nursing	4.0
NUR	215	Management of Patient Care	5.0
NUR	216	Nursing Seminar	1.0
NUR	217	Trends and Issues in Nursing	2.0
NUR	232	Gerontological Nursing	3.0

\*Students will also need to meet any general education course requirements for the ADN program that they have not completed on their licensed practical nursing program.

**Total Credit Hours****31.0**

# Associate in Health Science

## *Major in Radiologic Technology*

The Radiologic Technology curriculum is designed to assist students in acquiring the general and technical competencies necessary to enter the radiography profession. Radiographers use "high-tech" equipment to produce diagnostic medical images in a variety of health care settings. This requires an application of combined knowledge in anatomy, physics, procedures, imaging techniques and patient care.

The constant growth in the field has created new and exciting career opportunities in specialty areas. Graduates may also choose to pursue an advanced degree.

Graduates qualify to sit for the American Registry of Radiologic Technology.

### Day Program – 6 Semesters

First Semester				Credits
AHS	110	Patient Care Procedures		2.0
BIO	210	Anatomy and Physiology I		4.0
ENG	101	English Composition I		3.0
RAD	101	Introduction to Radiology		2.0
RAD	130	Radiographic Procedures I		3.0
RAD	152	Applied Radiography I		2.0

### Second Semester

BIO	211	Anatomy and Physiology II		4.0
ENG	102	English Composition II		3.0
RAD	110	Radiographic Imaging I		3.0
RAD	136	Radiographic Procedures II		3.0
RAD	165	Applied Radiography II		5.0

### Summer Term

RAD	205	Radiographic Pathology		2.0
RAD	201	Radiation Biology		2.0
MAT	102	Intermediate Algebra		3.0
RAD	175	Applied Radiography III		5.0

### Third Semester

RAD	121	Radiographic Physics		4.0
RAD	115	Radiographic Imaging II		3.0
RAD	230	Radiographic Procedures III		3.0
RAD	256	Advanced Radiography I		6.0
PSY	201	General Psychology		3.0

### Fourth Semester

CPT	170	Microcomputer Applications		3.0
RAD	235	Radiographic Seminar I		1.0
RAD	225	Selected Radiographic Topics		2.0
RAD	268	Advanced Radiography II		8.0
RAD	282	Imaging Practicum		2.0

### Summer Term

RAD	236	Radiographic Seminar II		2.0
RAD	276	Advanced Radiography III		6.0

**Total Credit Hours**

**89.0**

# Associate in Health Science

## *Major in Respiratory Care*

The respiratory care practitioner is trained to assist the medical staff with the treatment, management and care of patients with cardiopulmonary abnormalities or deficiencies. Respiratory care is used primarily in the treatment of heart and lung diseases such as cardiac failure, asthma, emphysema, bronchitis and shock. With instruction in anatomy and physiology, respiratory physics, pharmacology and clinical training, the graduate of this program is prepared to provide care in various medical facilities.

Proficiency in all aspects of respiratory care, including diagnostic, rehabilitative and therapeutic applications, prepares the student to take the entry and advanced level exam. The graduate will be awarded an associate's degree in Respiratory Care.

### Day Program – 6 Semesters

First Semester				Credits
BIO	210	Anatomy and Physiology I		4.0
MAT	102	Intermediate Algebra		3.0
RES	101	Introduction to Respiratory Care		3.0
RES	121	Respiratory Skills I		4.0
RES	123	Cardiopulmonary Physiology		3.0

### Second Semester

AHS	106	Cardiopulmonary Resuscitation		1.0
BIO	211	Anatomy and Physiology II		4.0
RES	111	Pathophysiology		2.0
RES	131	Respiratory Skills II		4.0
RES	151	Clinical Applications I		5.0

### Summer Term

ENG	101	English Composition I		3.0
RES	141	Respiratory Skills III		3.0
RES	142	Basic Pediatric Care		2.0
RES	152	Clinical Applications II		3.0

### Third Semester

ENG	102	English Composition II		3.0
PSY	201	General Psychology		3.0
RES	204	Neonatal/Pediatric Care		3.0
RES	236	Cardiopulmonary Diagnostics		3.0
RES	255	Clinical Practice		5.0

**Fourth Semester**

RES	232	Respiratory Therapeutics	2.0
RES	244	Advanced Respiratory Skills I	4.0
RES	246	Respiratory Pharmacology	2.0
RES	274	Advanced Clinical Practice	4.0
SPC	205	Public Speaking	3.0

**Summer Term**

RES	249	Comprehensive Applications	2.0
RES	275	Advanced Clinical Practice	5.0

**Total Credit Hours                      83.0**

## ***Practical Nursing Diploma***

The licensed practical nurse provides patient care in a variety of settings, working under the direction of a registered nurse or licensed physician. For progression, clinical component courses require a 75 percent proficiency as well as a 75 average on class work. Clinical rotations are conducted at area acute and extended care medical facilities, child and adult day care centers, doctors' offices and various home health settings. Upon successful completion of the PN program, the graduate will be able to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). The Practical Nursing program is approved by the State Board of Nursing for S.C.

**Day Program – 3 Semesters****Spring Admission**

<b>First Semester</b>			<b>Credits</b>
AHS	106	Cardiopulmonary Resuscitation	1.0
AHS	107	Clinical Computations	2.0
BIO	210	Anatomy & Physiology I	4.0
PNR	110	Fundamentals of Nursing	5.0
PNR	128	Med/Surg Nursing I	7.0
PNR	170	Nursing of the Older Adult	2.0

**Summer Term**

BIO	211	Anatomy & Physiology II	4.0
ENG	101	English Composition I	3.0
PNR	138	Med/Surg Nursing II	7.0

**Second Semester**

PNR	148	Med/Surg Nursing III	7.0
PNR	155	Maternal/Infant/Child Nursing	7.0
PNR	182	Special Topics in PNR	2.0

**Total Credit Hours                      51.0**

**Day Program – 3 Semesters****Fall Admission**

<b>First Semester</b>			<b>Credits</b>
AHS	106	Cardiopulmonary Resuscitation	1.0
AHS	107	Clinical Computations	2.0
BIO	210	Anatomy & Physiology I	4.0
PNR	110	Fundamentals of Nursing	5.0
PNR	128	Med/Surg Nursing I	7.0
PNR	170	Nursing of the Older Adult	2.0

**Second Semester**

BIO	211	Anatomy & Physiology II	4.0
PNR	138	Med/Surg Nursing II	7.0
PNR	155	Maternal/Infant/Child Nursing	7.0

**Summer Term**

ENG	101	English Composition I	3.0
PNR	148	Med/Surg Nursing III	7.0
PNR	182	Special Topics in PNR	2.0

**Total Credit Hours                      51.0**



## Surgical Technology Diploma

Surgical technologists are members of the operating team who work closely with surgeons, anesthesiologists, RN's and other personnel to deliver patient care before, during and after surgery. Surgical technologists may earn professional credentials by passing a certifying exam. If successful, they are granted the designation of Certified Surgical Technologists (CST).

The primary responsibility of surgical technologists is to maintain a sterile field by adhering to aseptic practice during an operation. Through clinical and didactic instruction, they learn to pass instruments, sutures and supplies during surgery. They are taught to ensure the safety and well being of all patients undergoing the surgical procedure.

The operating room is a dynamic and exciting place to work, but at times surgical technologists may be exposed to communicable diseases and certain unpleasant sights and sounds.

Employment opportunities are endless. With such a diverse educational background, jobs may be found in hospital OR, ER, labor and delivery suites. Surgical technologists may elect to join organ procurement teams, medical sales, cardiac cath labs or product research. Graduates may earn an Associate's in Science if their long-term career goal is earn a B.S. degree in a related health field.

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education programs.

### Day Program – 3 Semesters

First Semester			Credits
AHS	102	Medical Terminology	3.0
AHS	106	Cardiopulmonary Resuscitation	1.0
BIO	210	Anatomy & Physiology I	4.0
SUR	101	Introduction to Surgical Technology	5.0
SUR	102	Applied Surgical Technology	5.0
SUR	103	Surgical Procedures I	4.0

### Second Semester

BIO	211	Anatomy and Physiology II	4.0
CPT	170	Microcomputer Applications	3.0
SUR	104	Surgical Procedures II	4.0
SUR	110	Introduction to Surgical Practicum	5.0

### Summer Term

SUR	114	Surgical Specialty Practicum	7.0
SUR	120	Surgical Seminar	2.0

**Total Credit Hours 47.0**

## General Health Science Certificate

The general health science certificate offers students waiting for program entry a sequence of courses that meet the general education requirements of health science programs. Other courses may be recommended by students' advisors to strengthen the academic skills needed to successfully complete the course requirements of their chosen health science programs.

### Day Program – 3 Semesters

First Semester			Credits
AHS	102	Medical Terminology	3.0
AHS	119	Health Careers	3.0
BIO	210	Anatomy & Physiology I	4.0
CPT	170	Microcomputer Applications	3.0
ENG	101	English Composition I	3.0

### Second Semester

BIO	211	Anatomy and Physiology II	4.0
ENG	102	English Composition II	3.0
MAT	102	Intermediate Algebra <b>or</b> MAT 120 Probability and Statistics	3.0
PSY	201	General Psychology	3.0

### Summer Term

AHS	205	Ethics and Law for Allied Health Professions	3.0
Elective			3.0

**Total Credit Hours 35.0**





## Medical Assisting Certificate

The medical assisting program prepares a multi-skilled graduate to function in clinical and administrative areas of the physician's office and ambulatory care centers. Medical assistants work under the supervision of a physician and are competent in both administrative and clinical procedures.

Administrative duties of the medical assistant include: scheduling and receiving patients, preparing and maintaining medical records, transcribing medical dictation, handling telephone calls, performing basic clerical functions and managing medical practice finances.

Clinical duties of the medical assistant include: practicing safety and infection control, obtaining patient histories and vital signs, performing first aid and cardiopulmonary resuscitation, preparing patients for procedures, assisting the physician with examinations and treatments, collecting and processing specimens, performing selected diagnostic tests and administering medication.

The medical assistant must like people, have good communication skills, like a variety of work experiences, be accurate in work performance and be trust worthy with confidential information.

Medical assisting is an exciting and rapidly expanding health care profession.

Medical Assisting graduates may earn the CMA (Certified Medical Assistant) credentials by passing the National Certifying examination. Felons are not eligible to take this examination unless a waiver is granted by the AAMA (American Association of Medical Assistants). The Medical Assisting Certificate is accredited by the Commission on Accreditation of Allied Health Education programs.

### Day Program – 3 Semesters

First Semester			Credits
AHS	102	Medical Terminology	3.0
BIO	210	Anatomy and Physiology I	4.0
MED	101	The Medical Assisting Profession	1.0
MED	112	Medical Assisting Pharmacology	2.0
MED	131	Administrative Skills of the Medical Office I	2.0
OST	105	Keyboarding	3.0
Second Semester			
BIO	211	Anatomy and Physiology II	4.0
ENG	101	English Composition I	3.0
MED	114	Medical Assisting Clinical Procedures	4.0
MED	122	Medical Assisting Laboratory Procedures I	2.0

MED	134	Medical Assisting Financial Management	2.0
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### Summer Term

MED	117	Clinical Practice	5.0
MED	133	Administrative Skills of the Medical Office III	2.0
PSY	201	General Psychology	3.0

**Total Credit Hours 40.0**

## Phlebotomy Technician Certificate

This certificate program provides students with the basic skills necessary for the collection of laboratory blood specimens.

### Day Program – 1 Semester

First Semester			Credits
AHS	102	Medical Terminology	3.0
AHS	106	Cardiopulmonary Resuscitation	1.0
AHS	143	Phlebotomy Skills	6.0
AHS	205	Ethics and Law for Allied Health Professions	3.0
CPT	170	Microcomputer Applications	3.0

**Total Credit Hours 16.0**

## Dental Hygiene Certificate

Piedmont Technical College offers the majority of the first year (Phase I) of the Associate's Degree Dental Hygiene program through an articulation agreement with Greenville Technical College. The student receives a certificate from Piedmont Technical College for the completion of the general education courses of Phase I. CHM 105 (General Organic and Biochemistry) is a Phase I course that must be taken at Greenville Technical College in the third semester. Phase II covers the dental hygiene content and can be taken only on the Greenville Technical College campus.

### Day Program – 2 Semesters

First Semester			Credits
BIO	115	Basic Microbiology	3.0
BIO	210	Anatomy and Physiology I	4.0
ENG	101	English Composition I	3.0
PSY	201	General Psychology	3.0

### Second Semester

BIO	211	Anatomy and Physiology II	4.0
MAT	120	Probability and Statistics	3.0
SPC	205	Public Speaking	3.0

**Total Credit Hours 23.0**

Optional Courses, which may be taken during Phase I at Piedmont Technical College or Phase II at Greenville Technical College are:

CPT	101	Introduction to Computers
SOC	101	Introduction to Sociology
PHI	105	Introduction to Logic or PHI 110 Ethics

### ***Health Information Management Technology Certificate***

Piedmont Technical College offers the majority of the first year (Phase I) of the Associate's Degree Health Information Management program through an articulation agreement with Greenville Technical College. The student receives a certificate from Piedmont Technical College for the completion of the general education courses of Phase I. The student must attend a Career Talk for their chosen profession at Greenville Tech. The HIM student must complete 16 observation hours with a credentialed HIM professional during Phase I. Upon completion of Phase I courses, the student is eligible to make application to Greenville Technical College for Phase II courses. BIO 242 Pharmacology is a Phase I course that must be taken at Greenville Technical College. Phase II covers the Health Information Management content and must be taken on the Greenville Technical College Greer campus.

#### **Day Program – 2 Semesters**

<b>First Semester</b>			<b>Credits</b>
AHS	102	Medical Terminology	3.0
BIO	210	Anatomy & Physiology I	4.0
CPT	101	Introduction to Computers	3.0
ENG	101	English Composition I	3.0
MAT	120	Probability and Statistics <b>or</b> MAT 110 College Algebra	3.0

#### **Second Semester**

BIO	211	Anatomy & Physiology II	4.0
ENG	102	English Composition II	3.0
PSY	201	General Psychology	3.0
SPC	205	Public Speaking	3.0
Elective		Humanities	3.0

**Total Credit Hours                      32.0**

### ***Occupational Therapy Assistant Certificate***

Piedmont Technical College offers the first year (Phase I) of the Associate's Degree Occupational Therapy Assistant program through an articulation agreement with Greenville Technical College. The student receives a certificate from Piedmont Technical College for the completion of the general education courses of Phase I. The OTA student must attend a Career Talk for their chosen profession at Greenville Tech. The OTA student must complete 20 observation hours during Phase I. Phase II covers the Occupational Therapy Assistant content and can be taken only on the Greenville Technical College campus.

#### **Day Program – 2 Semesters**

<b>First Semester</b>			<b>Credits</b>
BIO	210	Anatomy & Physiology I	4.0
CPT	101	Introduction to Computers	3.0
ENG	101	English Composition I	3.0
PSY	201	General Psychology	3.0
Elective	PHI 105	Introduction to Logic <b>or</b> PHI 110 Ethics	3.0

#### **Second Semester**

BIO	211	Human Anatomy & Physiology II	4.0
ENG	102	English Composition II	3.0
MAT	110	College Algebra <b>or</b> MAT 120 Probability and Statistics	3.0
PSY	212	Abnormal Psychology	3.0
SPC	205	Public Speaking	3.0

**Total Credit Hours                      32.0**



## ***Physical Therapy Assistant Certificate***

Piedmont Technical College offers the first year (Phase I) of the Associate's Degree Physical Therapy Assistant program through an articulation agreement with Greenville Technical College. The student receives a certificate from Piedmont Technical College for the completion of the general education courses of Phase I. The PTA student must attend a Career Talk for their chosen profession at Greenville Tech. The PTA student must complete 20 observation hours during Phase I. BIO 150 (Anatomy Review for Kinesiology) is a Phase I course that must be taken at Greenville Technical College before entering Phase II of the program. Phase II covers the Physical Therapy Assistant content and can be taken only on the Greenville Technical College campus.

### **Day Program – 3 Semesters**

<b>First Semester</b>			<b>Credits</b>
ENG 101	English Composition I		3.0
MAT 110	College Algebra <b>or</b> MAT 120 Probability and Statistics		3.0
PSY 201	General Psychology		3.0
Elective	PHI 105 Introduction to Logic <b>or</b> PHI 110 Ethics		3.0

### **Second Semester**

BIO 210	Anatomy and Physiology I	4.0
CPT 101	Introduction to Computers	3.0
ENG 102	English Composition II	3.0
PSY 203	Human Growth and Development	3.0
Elective	Humanities/Fine Arts	3.0

### **Summer Term**

AHS 102	Medical Terminology	3.0
BIO 211	Anatomy and Physiology II	4.0
SPC 205	Public Speaking	3.0

**Total Credit Hours                      35.0**

## ***Emergency Medical Technology Certificate***

This is an intense program of study operated in collaboration with the Midlands Emergency Medical Service Management Association. It is offered for selected Emergency Medical Technician candidates at the request of the association. Students should complete BIO 112 (Basic Anatomy and Physiology) before enrolling in the courses.

### **Day or Evening Program - 2 Semesters**

				<b>Credits</b>
EMS 111	Intermediate Emergency Medical Care			5.0
EMS 120	Pharmacology			3.0
EMS 209	SCWE in Advanced EMS			2.0
EMS 210	Advanced Emergency Medical Care II			5.0
EMS 211	Advanced Clinical Experience			3.0
EMS 212	EMS Field Internship			2.0
EMS 213	Advanced Emergency Medical Care II			4.0
EMS 214	Advanced Clinical Experience II			3.0
EMS 217	Introduction to Electrocardiography			2.0
EMS 219	Advanced EMS Field Internship II			2.0

**Total Credit Hours                      31.0**



# PUBLIC SERVICE CURRICULA

A wide variety of career opportunities is offered to the graduate with an associate's degree in Public Service. Students can major in Criminal Justice, Human Services or Early Care and Education. Students majoring in Criminal Justice may choose to receive training in the areas of law enforcement or institutional corrections. Students majoring in Human

Services may choose to receive training in the areas of preschool education, services for the elderly, education for the mentally retarded, rehabilitative services for the mentally ill, public assistance or other related fields. A transfer possibility is also open to students wishing to continue their education at four-year colleges and universities.

## Associate in Public Service *Major in Criminal Justice*

The Criminal Justice Associate's Degree program has been designed to provide professionally educated and competent criminal justice practitioners. Generally, three groups of students are served: those who plan to seek employment in public or private agencies immediately upon completion of the two year degree; those who are already employed in the system and have a desire for further education to qualify for professional advancement; and those who intend to pursue advanced studies in criminal justice, criminology or sociology at four-year institutions.

Experiences in the classroom, internships and simulated situations provide the student with the basis for an understanding of the laws and procedures required of law enforcement agencies, courts and correctional institutions.

An agreement with the South Carolina Criminal Justice Academy allows transfer of credits between the two institutions. For specific information about the transfer agreement, contact the Criminal Justice advisors.

### Day Program – 5 Semesters

First Semester			Credits
CRJ	101	Introduction to Criminal Justice	3.0
CRJ	120	Constitutional Law	3.0
ENG	165	Professional Communications <b>or</b> ENG 101 English Composition I	3.0
MAT	160	Mathematics for Business & Finance	3.0
SOC	101	Introduction to Sociology	3.0
Second Semester			
CRJ	130	Police Administration	3.0
ENG	101	English Composition I <b>or</b> ENG 102 English Composition II	3.0
PSC	201	American Government	3.0

PSY	201	General Psychology	3.0
Elective		(CRJ, ECD, HUS, PSY or SOC)	3.0

### Summer Term

Elective		(CRJ, ECD, HUS, PSY or SOC)	3.0
Elective		(CRJ, ECD, HUS, PSY or SOC)	3.0
Elective		Humanities/Fine Arts	3.0

### Third Semester

CPT	170	Microcomputer Applications	3.0
CRJ	236	Criminal Evidence	3.0
CRJ	242	Correctional Systems	3.0
SOC	210	Juvenile Delinquency	3.0
Elective		(CRJ, ECD, HUS, PSY or SOC)	3.0

### Fourth Semester

CRJ	115	Criminal Law I	3.0
CRJ	125	Criminology	3.0
CRJ	244	Probation, Pardon and Parole	3.0
ECO	101	Basic Economics <b>or</b> ECO 210 Macroeconomics <b>or</b> ECO 211 Microeconomics	3.0
Elective		Humanities/Fine Arts	3.0

**Total Credit Hours 69.0**

### Evening Program – 5 Semesters

First Semester			Credits
CPT	170	Microcomputer Applications	3.0
CRJ	242	Correctional Systems	3.0
PSC	201	American Government	3.0
SOC	210	Juvenile Delinquency	3.0
Elective		(CRJ, ECD, HUS, PSY or SOC)	3.0
Second Semester			
CRJ	115	Criminal Law I	3.0
CRJ	125	Criminology	3.0
CRJ	244	Probation, Pardon and Parole	3.0
ECO	101	Basic Economics <b>or</b> ECO 210 Macroeconomics <b>or</b> ECO 211 Microeconomics	3.0
Elective		(CRJ, ECD, HUS, PSY or SOC)	3.0



**Summer Term**

Elective	(CRJ, ECD, HUS, PSY or SOC)	3.0
Elective	(CRJ, ECD, HUS, PSY or SOC)	3.0
Elective	(CRJ, ECD, HUS, PSY or SOC)	3.0

**Third Semester**

CRJ	101	Introduction to Criminal Justice	3.0
CRJ	120	Constitutional Law	3.0
CRJ	236	Criminal Evidence	3.0
ENG	165	Professional Communications <b>or</b> ENG 101 English Composition I	3.0
MAT	160	Math for Business and Finance	3.0

**Fourth Semester**

CRJ	130	Police Administration	3.0
ENG	101	English Composition I <b>or</b> ENG 102 English Composition II	3.0
PSY	201	General Psychology I	3.0
SOC	101	Introduction to Sociology	3.0
Elective		Humanities/Fine Arts	3.0

**Total Credit Hours 69.0**

Suggested Electives: Students are given a choice of technical electives so that they can tailor their educational experience to their particular career goals.

Students must choose 15 hours from the following list of courses

AHS	109	Personal and Community Health	3.0
CRJ	110	Police Patrol	3.0
CRJ	116	Criminal Law II	3.0
CRJ	224	Police Community Relations	3.0
CRJ	230	Criminal Investigation I	3.0
CRJ	231	Criminal Investigation II	3.0
CRJ	246	Special Problems in Criminal Justice	3.0
CRJ	250	Criminal Justice Internship I	3.0
CRJ	251	Criminal Justice Internship II	3.0
HUS	101	Introduction to Human Services	3.0
HUS	204	Introduction to Social Work	3.0
SOC	102	Marriage and the Family	3.0
SOC	205	Social Problems	3.0
or any CRJ, PSY, SOC, HUS or ECD course			

# Associate in Public Service

## Major in Human Services

One of the helping professions, Human Services prepares technicians to work in a variety of service delivery agencies. Instruction in behavior modification, counseling techniques, interviewing and human growth and development is put to practical use in field placement positions.

While on field placement, students work in area human service agencies to gain on-the-job experience under the supervision of professionals employed in those agencies. With a comprehensive understanding of normal systems and intervention techniques, the student is trained to become a positive force in the lives of clients as well as the community at large.

During their second year of study, students are encouraged to define their employment goals by choosing from the approved electives and field placement sites. For example, students interested in working with elderly clients would choose approved elective courses in gerontology, activity therapy and social problems to augment training in nursing homes and senior citizen centers; and students interested in employment in mental health would choose the appropriate approved electives.

**Day Program – 5 Semesters**

<b>First Semester</b>			<b>Credits</b>
ENG	165	Professional Communications <b>or</b> ENG 101 English Composition I	3.0
HUS	101	Introduction to Human Services	3.0
MAT	160	Math for Business & Finance	3.0
PSY	105	Personal/Interpersonal Psychology	3.0
PSY	201	General Psychology	3.0
<b>Second Semester</b>			
CPT	170	Microcomputer Applications	3.0
ECO	101	Basic Economics <b>or</b> ECO 210 Macroeconomics <b>or</b> ECO 211 Microeconomics	3.0
ENG	101	English Composition I <b>or</b> ENG 102 English Composition II	3.0
PSY	203	Human Growth and Development	3.0
SOC	101	Introduction to Sociology	3.0

**Summer Term**

Elective	(CRJ, ECD, HUS, PSY or SOC)	3.0
Elective	(CRJ, ECD, HUS, PSY or SOC)	3.0
Elective	(CRJ, ECD, HUS, PSY or SOC)	3.0

**Third Semester**

PSY 230	Interviewing Techniques	3.0
PSY 218	Behavior Modification	3.0
HUS 150	Supervised Field Placement I	3.0
Elective	(CRJ, ECD, HUS, PSY or SOC)	3.0
Elective	Humanities/Fine Arts	3.0

**Fourth Semester**

HUS 151	Supervised Field Placement II	3.0
PSY 235	Group Dynamics	3.0
PSY 231	Counseling Techniques	3.0
Elective		3.0
Elective		3.0

**Total Credit Hours 69.0**

**Evening Program – 9 Semesters****First Semester**

ENG 165	Professional Communications <b>or</b> ENG 101 English Composition I	3.0
HUS 101	Introduction to Human Services	3.0
Elective	(CRJ, ECD, HUS, PSY or SOC)	3.0

**Second Semester**

ENG 101	English Composition I <b>or</b> ENG 102 English Composition II	3.0
PSY 105	Personal/Interpersonal Psychology	3.0
Elective	(CRJ, ECD, HUS, PSY or SOC)	3.0

**Summer Term**

SOC 101	Introduction to Sociology	3.0
Elective	(CRJ, ECD, HUS, PSY or SOC)	3.0

**Third Semester**

MAT 160	Math for Business & Finance	3.0
PSY 201	General Psychology	3.0
PSY 230	Interviewing Techniques	3.0

**Fourth Semester**

PSY 203	Human Growth and Development	3.0
PSY 231	Counseling Techniques	3.0

**Summer Term**

CPT 170	Microcomputer Applications	3.0
Elective	(CRJ, ECD, HUS, PSY or SOC)	3.0

**Fifth Semester**

PSY 218	Behavior Modification	3.0
ECO 101	Basic Economics <b>or</b> ECO 210 Macroeconomics <b>or</b> ECO 211 Microeconomics	3.0
HUS 150	Supervised Field Placement I	3.0

**Sixth Semester**

PSY 235	Group Dynamics	3.0
HUS 151	Supervised Field Placement II	3.0
Elective	Humanities/Fine Arts	3.0

**Summer Term**

Elective	3.0
Elective	3.0

**Total Credit Hours 69.0**

**Suggested Electives: Students must select at least 12 hours from the following:**

HUS 134	Activity Therapy	3.0
HUS 204	Introduction to Social Work	3.0
HUS 208	Alcohol and Drug Abuse	3.0
HUS 209	Case Management	3.0
PSY 208	Human Sexuality	3.0
PSY 215	Abnormal Psychology	3.0
SOC 102	Marriage and the Family	3.0
SOC 205	Social Problems	3.0
SOC 210	Juvenile Delinquency	3.0
SOC 230	Introduction to Gerontology	3.0
SOC 235	Thanatology	3.0
SOC 240	Service Learning	3.0



# Associate in Public Service

## *Major in Early Care and Education*

The Associate's Degree in Public Service with a major in Early Care and Education offers students a comprehensive understanding of the skills and responsibilities of a person employed in the early childhood profession. Students enrolled in this program will become knowledgeable of the needs and social, emotional and mental development of young children and receive the necessary training to implement quality preschool programming.

This degree will enhance the skills of the person already employed in a childcare setting and prepare those who plan to enter the field. The course work includes knowledge of early childhood development, teaching methods, developmentally appropriate curricula, safety and first aid, discipline techniques and methods of implementing effective parent involvement activities. Additional studies include areas of management, special needs, family/community relations, language arts, science, math and creative activities. Graduates of this program are prepared for employment at the Associate's Degree level in early childhood settings that serve children ages birth through eight and their families. The Early Care and Education degree courses do not meet course requirements leading to teacher licensure or certification in the state of South Carolina.

### **Day Program – 5 Semesters**

<b>First Semester</b>			<b>Credits</b>
CPT	170	Microcomputer Applications	3.0
ECD	101	Introduction to Early Childhood	3.0
ECD	102	Growth and Development I	3.0
ECD	135	Health, Safety and Nutrition	3.0
ENG	101	English Composition I	3.0

### **Second Semester**

ECD	105	Guidance-Classroom Management	3.0
ECD	131	Language Arts	3.0
ECD	132	Creative Experiences	3.0
MAT	155	Contemporary Mathematics	3.0
PSY	201	General Psychology	3.0

### **Summer Term**

ECD	107	Exceptional Children	3.0
ECD	133	Science and Math Concepts	3.0
ECD	203	Growth and Development II	3.0

### **Third Semester**

ECD	108	Family and Community Relations	3.0
ECD	200	Curriculum Issues in Infant and Toddler Development	3.0
ECD	237	Methods and Materials	3.0
Elective		Humanities/Fine Arts	3.0

### **Fourth Semester**

ECD	243	Supervised Field Experience I	3.0
SPC	205	Public Speaking	3.0
Elective*			3.0
Elective*			3.0

**Total Credit Hours 63.0**

### Choose from the following electives:

COL	103	College Skills	3.0
ENG	102	English Composition II	3.0
HUS	101	Introduction to Human Services	3.0
PSY	218	Behavior Modification	3.0
PSY	230	Interviewing Techniques	3.0

### **Evening Program – 9 Semesters**

<b>First Semester</b>			<b>Credits</b>
ECD	101	Introduction to Early Childhood	3.0
ECD	102	Growth and Development I	3.0
ENG	101	English Composition I	3.0

### **Second Semester**

CPT	170	Microcomputer Applications	3.0
ECD	135	Health, Safety and Nutrition	3.0

### **Summer Term**

ECD	105	Guidance-Classroom Management	3.0
SPC	205	Public Speaking	3.0

### **Third Semester**

ECD	131	Language Arts	3.0
ECD	132	Creative Experiences	3.0
MAT	155	Contemporary Mathematics	3.0

### **Fourth Semester**

ECD	203	Growth and Development II	3.0
PSY	201	General Psychology	3.0

### **Summer Term**

ECD	107	Exceptional Children	3.0
ECD	133	Science and Math Concepts	3.0

### **Fifth Semester**

ECD	108	Family and Community Relations	3.0
ECD	200	Curriculum Issues in Infant and Toddler Development	3.0
Elective*			3.0

**Sixth Semester**

ECD 237	Methods and Materials	3.0
ECD 243	Supervised Field Experience I	3.0

**Summer Term**

Elective		3.0
Elective	Humanities/Fine Arts	3.0

**Total Credit Hours 63.0**

\*Choose from the following electives:

COL 103	College Skills	3.0
ENG 102	English Composition II	3.0
HUS 101	Introduction to Human Services	3.0
PSY 218	Behavior Modification	3.0
PSY 230	Interviewing Techniques	3.0

## **Early Childhood Development Certificate**

Students in Early Childhood Development receive a comprehensive understanding of the needs of young children and are trained to implement quality preschool programming. They will learn growth and development principles, teaching methods, understanding and working with special needs children, safety, first aid, CPR training, discipline techniques and methods for working effectively with parents. Students prepare for the job market by participating in developmentally appropriate practices in language arts, creative experiences, math and science concepts. Students may choose either day or evening courses.

This certificate provides students with a primary technical specialty. Students completing this certificate can, by taking selected general education courses and a secondary technical specialty, have the opportunity to obtain an associate's degree in Occupational Technology with a major in General Technology. Students should meet with their advisors to select the proper courses to meet their particular educational goals. See page 117 of this catalog for additional information on the Occupational Technology degree.

**Day Program – 3 Semesters**

<b>First Semester</b>		<b>Credits</b>
ECD 101	Introduction to Early Childhood	3.0
ECD 102	Growth and Development I	3.0
ECD 135	Health, Safety and Nutrition	3.0

**Second Semester**

ECD 105	Guidance-Classroom Management	3.0
ECD 131	Language Arts	3.0
ECD 132	Creative Experiences	3.0

**Summer Term**

ECD 203	Growth and Development II	3.0
ECD 107	Exceptional Children	3.0
ECD 133	Science and Math Concepts	3.0

**Total Credit Hours 27.0**

**Evening Program – 4 Semesters****First Semester Credits**

ECD 101	Introduction to Early Childhood	3.0
ECD 102	Growth and Development I	3.0

**Second Semester**

ECD 135	Health, Safety and Nutrition	3.0
ECD 203	Growth and Development II	3.0

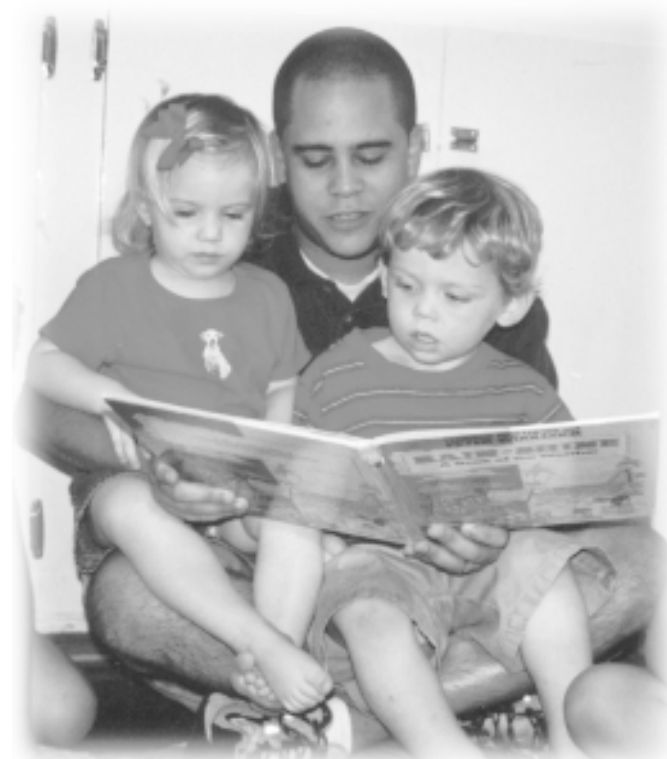
**Summer Term**

ECD 105	Guidance-Classroom Management	3.0
ECD 107	Exceptional Children	3.0
ECD 133	Science and Math Concepts	3.0

**Third Semester**

ECD 131	Language Arts	3.0
ECD 132	Creative Experiences	3.0

**Total Credit Hours 27.0**





# ENGINEERING TECHNOLOGY CURRICULA

A wide variety of career opportunities is offered to the graduate with an Associate's Degree in Engineering Technology. Engineering Technology students can choose from four different majors. These are Electronic Engineering Technology, Engineering

Graphics Technology, General Engineering Technology and Mechanical Engineering Technology. Each of these programs produces technicians who are well prepared to enter the job market in their chosen fields.

## Associate in Engineering Technology Major in Electronic Engineering Technology

With electronic and computer circuits now being used in everything from the most complex industrial equipment to the simplest of household appliances, the engineering technician in this field is prepared to work in an extremely wide variety of businesses and industries.

Skilled in the operation, troubleshooting, calibration and repair of electronic instruments and systems found in process control, communications, computers, manufacturing, programmable logic controllers and microprocessors, the graduate is not limited to one specific area of employment. Practical, hands-on experience on sophisticated electronic equipment provides the student with the skills necessary to assist in the basic design, construction, analysis, modification, inspection and calibration of electronic circuits and systems.

Accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, 111 Market Place, Suite 1050, Baltimore, M.D. 71202, this program offers a comprehensive introduction both to the theoretical principles governing electronic systems and the practical application of those principles.

### Day Program – 5 Semesters

First Semester			Credits
EET	111	D.C. Circuits	4.0
EGR	113	Visual and Graphic Programming	3.0
EGR	181	Integrated Technology I	1.0
ENG	181	Integrated Communications I	3.0
MAT	181	Integrated Mathematics I	3.0
PHY	181	Integrated Physics I	3.0

### Second Semester

EET	112	A.C. Circuits	4.0
EET	131	Active Devices	4.0
EGR	182	Integrated Technology II	1.0
ENG	182	Integrated Communications II	3.0
MAT	182	Integrated Mathematics II	3.0
PHY	182	Integrated Physics II	3.0

### Summer Term

EET	141	Electronic Circuits	4.0
EET	145	Digital Circuits	4.0
EGT	151	Introduction to CAD	3.0

### Third Semester

EET	231	Industrial Electronics	4.0
EET	251	Microprocessor Fundamentals	4.0
EGR	183	Integrated Technology III	1.0
MAT	183	Integrated Mathematics III	3.0
PHY	183	Integrated Physics III	3.0
PSY	103	Human Relations	3.0

### Fourth Semester

EET	233	Control Systems	4.0
EET	235	Programmable Controllers	3.0
EET	243	Data Communications	3.0
EET	273	Electronics Senior Project	1.0
EGR	226	Engineering Economics	3.0
Elective		Humanities/Fine Arts	3.0

**Total Credit Hours 81.0**

### Evening Program – 8 Semesters

First Semester			Credits
EET	111	D.C. Circuits	4.0
EGR	113	Visual and Graphic Programming	3.0
ENG	181	Integrated Communications I	3.0
MAT	181	Integrated Mathematics I	3.0

### Second Semester

EET	112	A.C. Circuits	4.0
EGR	182	Integrated Technology II	3.0
MAT	182	Integrated Mathematics II	3.0

**Summer Term**

EET	145	Digital Circuits	4.0
EGR	226	Engineering Economics	3.0
MAT	183	Integrated Mathematics III	3.0

**Third Semester**

EET	251	Microprocessor Fundamentals	4.0
EGR	181	Integrated Technology I	1.0
PHY	181	Integrated Physics I	3.0

**Fourth Semester**

EET	131	Active Devices	4.0
EGR	182	Integrated Technology II	1.0
PHY	182	Integrated Physics II	3.0
Elective		Humanities/Fine Arts	3.0

**Summer Term**

EET	141	Electronic Circuits	4.0
EGR	183	Integrated Technology III	1.0
PHY	183	Integrated Physics III	3.0

**Fifth Semester**

EET	231	Industrial Electronics	4.0
EET	235	Programmable Controllers	3.0
EET	273	Electronics Senior Project	1.0
PSY	103	Human Relations	3.0

**Sixth Semester**

EET	233	Control Systems	4.0
EET	243	Data Communications	3.0
EGT	151	Introduction to CAD	3.0

**Total Credit Hours 81.0**

# Associate in Engineering Technology

## *Major in Engineering Graphics Technology*

(With Computer-Aided Drafting and  
Computer-Aided Manufacturing)

All phases of manufacturing or construction require the conversion of new ideas and design concepts into the basic line language of CAD. Therefore, there are many areas (civil, mechanical, electrical, architectural and industrial) in which the skills of the CAD technician play major roles in the design and development of new products or construction.

Students prepare for actual work situations through practical training in a new state-of-the-art computer designed CAD laboratory using AutoCAD and other advanced CAD software.

Specific skills mastered by Engineering Graphics Technology majors include the production of mechanical, architectural, electrical and civil drawings both with traditional drafting machines and state-of-the-art computer-aided drafting (CAD) systems, the selection and design of architectural and mechanical systems and the basic techniques of land surveying. The senior year includes advanced CAD techniques using solid modeling, wire frame and assembly techniques.

This program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET), 111 Market Place, Suite 1050, Baltimore, M.D. 71202.

**Day Program – 5 Semesters**

<b>First Semester</b>			<b>Credits</b>
EGR	113	Visual and Graphic Programming	3.0
EGR	181	Integrated Technology I	1.0
EGT	110	Engineering Graphics I	4.0
ENG	181	Integrated Communications I	3.0
MAT	181	Integrated Mathematics I	3.0
PHY	181	Integrated Physics I	3.0

**Second Semester**

EGR	182	Integrated Technology II	1.0
EGT	115	Engineering Graphics II	4.0
EGT	151	Introduction to CAD	3.0
ENG	182	Integrated Communications II	3.0
MAT	182	Integrated Mathematics II	3.0
PHY	182	Integrated Physics II	3.0

**Summer Term**

EGR	175	Manufacturing Processes	3.0
EGT	155	Intermediate CAD	2.0
EGT	252	Advanced CAD	3.0
PSY	103	Human Relations <b>or</b> PSY 201 General Psychology	3.0

**Third Semester**

CET	105	Surveying I	3.0
EGR	183	Integrated Technology III	1.0
EGT	125	Descriptive Geometry	2.0
EGT	225	Architectural Drawing Applications	4.0
MAT	183	Integrated Mathematics III	3.0
PHY	183	Integrated Physics III	3.0

**Fourth Semester**

EGR	170	Engineering Materials	3.0
EGR	194	Statics and Strength of Materials	4.0
EGT	215	Mechanical Drawing Applications	4.0
EGT	251	Principles of CAD	3.0
Elective		Humanities/Fine Arts	3.0

**Total Credit Hours 78.0**

**Evening Program – 8 Semesters****First Semester**

			<b>Credits</b>
EGR	113	Visual and Graphic Programming	3.0
EGR	181	Integrated Technology I	1.0
EGT	110	Engineering Graphics I	4.0
MAT	181	Integrated Mathematics I	3.0

**Second Semester**

EGR	182	Integrated Technology II	1.0
EGT	115	Engineering Graphics II	4.0
EGT	125	Descriptive Geometry	2.0
ENG	181	Integrated Communications I	3.0
MAT	182	Integrated Mathematics II	3.0

**Summer Term**

EGT	151	Introduction to CAD	3.0
ENG	182	Integrated Communications II	3.0
MAT	183	Integrated Mathematics III	3.0

**Third Semester**

EGR	183	Integrated Technology III	1.0
EGT	155	Intermediate CAD	2.0
EGT	251	Principles of CAD	3.0
PHY	181	Integrated Physics I	3.0

**Fourth Semester**

EGR	175	Manufacturing Processes	3.0
EGT	225	Architectural Drawing Applications	4.0
Elective		Humanities/Fine Arts	3.0

**Summer Term**

CET	105	Surveying I	3.0
EGR	170	Engineering Materials	3.0
EGT	252	Advanced CAD	3.0

**Fifth Semester**

EGR	194	Statics and Strength of Materials	4.0
PSY	103	Human Relations <b>or</b> PSY 201 General Psychology	3.0
PHY	182	Integrated Physics II	3.0

**Sixth Semester**

EGT	215	Mechanical Drawing Applications	4.0
PHY	183	Integrated Physics III	3.0

**Total Credit Hours            78.0**

# Associate in Engineering Technology

## *Major in General Engineering Technology*

The broad flexibility built into this program allows students to gain a comprehensive background in instrumentation, electronics, programmable logic controllers, computers, calibration systems, Auto-CAD and manufacturing systems. This technician is truly equipped to work in any environment from the most complex manufacturing industrial plant to a small local business.

Utilizing the most modern and sophisticated instrumentation and calibration laboratory, the student will be equipped to troubleshoot, maintain, operate, calibrate and repair process control equipment, computers, manufacturing systems and industrial equipment of a wide variety. A graduate of this program will be thoroughly knowledgeable about metrology, ISO-9000 standards, NIST and the quality control necessary to maintain certification by the manufacturing industries. Statistical process control and the technology to implement the necessary process control and instrumentation are fundamental to this program.

**Day Program – 5 Semesters****First Semester**

			<b>Credits</b>
EET	113	Electrical Circuits I	4.0
EGR	113	Visual and Graphic Programming	3.0
EGR	181	Integrated Technology I	1.0
ENG	181	Integrated Communications I	3.0
MAT	181	Integrated Mathematics I	3.0
PHY	181	Integrated Physics I	3.0

**Second Semester**

EGR	182	Integrated Technology II	1.0
EIT	211	Introduction to Instrumentation	5.0
ENG	182	Integrated Communications II	3.0
MAT	182	Integrated Mathematics II	3.0
PHY	182	Integrated Physics II	3.0

**Summer Term**

EGR	175	Manufacturing Processes	3.0
EGT	151	Introduction to CAD	3.0
QAT	125	Statistical Process Control	2.0
Elective		Humanities/Fine Arts	3.0

**Third Semester**

EET	231	Industrial Electronics	4.0
EGR	183	Integrated Technology III	1.0
EIT	244	Computers & PLC's in Industry	3.0
MAT	183	Integrated Mathematics III	3.0
PHY	183	Integrated Physics III	3.0
PSY	103	Human Relations <b>or</b> PSY 201 General Psychology	3.0

**Fourth Semester**

AMT	102	Computer Controlled Machinery	4.0
EET	131	Active Devices	4.0
EGR	194	Statics and Strength of Materials	4.0
EIT	225	Electronic Instrument Troubleshooting	2.0
MET	224	Hydraulics and Pneumatics	3.0

**Total Credit Hours 77.0**

## Associate in Engineering Technology

### *Major in Mechanical Engineering Technology*

The Mechanical Engineering Technology curriculum equips the graduate for performing a key role in the mechanical design process; installing, troubleshooting and repairing mechanical and electro-mechanical equipment; programming CNC machine tools, computers, programmable controllers and robots and performing general maintenance functions.

Students may choose straight mechanical electives or electro-mechanical electives.

Most industrial products are mechanical in nature, and almost nothing can be made without the use of machines and structures. There will always be a need for the Mechanical Engineering Technology specialist.

**Day Program – 5 Semesters**

<b>First Semester</b>			<b>Credits</b>
EGR	181	Integrated Technology I	1.0
EGR	113	Visual and Graphic Programming	3.0
EGT	110	Engineering Graphics I	4.0
ENG	181	Integrated Communications I	3.0
MAT	181	Integrated Mathematics I	3.0
PHY	181	Integrated Physics I	3.0

**Second Semester**

EET	113	Electrical Circuits I	4.0
EGR	175	Manufacturing Processes	3.0
EGR	182	Integrated Technology II	1.0
ENG	182	Integrated Communications II	3.0
MAT	182	Integrated Mathematics II	3.0
PHY	182	Integrated Physics II	3.0

**Summer Term**

AMT	102	Computer Controlled Machinery	4.0
EGR	170	Engineering Materials	3.0
EGT	151	Introduction to CAD	3.0
SOC	101	Introduction to Sociology	3.0

**Third Semester**

EGR	183	Integrated Technology III	1.0
EGR	194	Statics and Strength of Materials	4.0
EGR	226	Engineering Economics	3.0
MAT	183	Integrated Mathematics III	3.0
MET	224	Hydraulics and Pneumatics	3.0
PHY	183	Integrated Physics III	3.0

**Fourth Semester**

EET	131	Active Devices**	4.0
EET	231	Industrial Electronics**	4.0
MET	213	Dynamics*	3.0
MET	222	Thermodynamics*	4.0
MET	231	Machine Design	4.0
MET	240	Mechanical Senior Project	1.0
Elective		Humanities/Fine Arts	3.0

<b>Total Credit Hours</b>	* ME electives	<b>79.0</b>
<b>Total Credit Hours</b>	**EME electives	<b>80.0</b>

\*Choose for Mechanical electives

\*\*Choose for Electro-Mechanical electives

**Evening Program – 8 Semesters**

<b>First Semester</b>			<b>Credits</b>
EGR	113	Visual and Graphic Programming	3.0
EGR	181	Integrated Technology I	1.0
EGT	110	Engineering Graphics I	4.0
MAT	181	Integrated Mathematics I	3.0

**Second Semester**

EGR	182	Integrated Technology II	1.0
EGT	151	Introduction to CAD	3.0
ENG	181	Integrated Communications I	3.0
MAT	182	Integrated Mathematics II	3.0

**Summer Term**

EGR	183	Integrated Technology III	1.0
ENG	182	Integrated Communications II	3.0
MAT	183	Integrated Mathematics III	3.0

**Third Semester**

AMT	102	Computer Controlled Machinery	4.0
EET	113	Electrical Circuits I	4.0
PHY	181	Integrated Physics I	3.0

**Fourth Semester**

EGR	175	Manufacturing Processes	3.0
MET	224	Hydraulics and Pneumatics	3.0
PHY	182	Integrated Physics II	3.0



**Summer Term**

EGR	170	Engineering Materials	3.0
EGR	194	Statics and Strength of Materials	4.0
EGR	226	Engineering Economics	3.0

**Fifth Semester**

EET	131	Active Devices**	4.0
MET	213	Dynamics*	3.0
MET	231	Machine Design	4.0
PHY	183	Integrated Physics III	3.0

**Sixth Semester**

EET	231	Industrial Electronics**	4.0
MET	222	Thermodynamics *	4.0
MET	240	Mechanical Senior Project	1.0
SOC	101	Introduction to Sociology	3.0
Elective		Humanities/Fine Arts	3.0

**Total Credit Hours**      \*ME electives      **79.0**

**Total Credit Hours**      \*\*EME electives      **80.0**

\*Choose for Mechanical electives

\*\*Choose for Electro-Mechanical electives



# INDUSTRIAL TECHNOLOGY CURRICULA

Students enrolled in any of the Industrial Technology curricula will gain practical experience and technical knowledge. Well-equipped labs, broad-based programs and hands-on opportunities make the difference in their futures. Students can choose

from six majors: Automotive Technology; Building Construction Technology; Heating, Ventilation and Air Conditioning Technology; Industrial Electronics Technology; Machine Tool Technology and Welding.

## Associate in Industrial Technology *Major in Automotive Technology*

With concern for automotive efficiency and the costs of fuel, vehicle repairs and service growing yearly, the role of the automotive technician increases in importance. The student is trained to perform quality maintenance, diagnosis and repair of complex modern vehicles. Classrooms and shop areas are equipped with the latest tools and equipment for automotive diagnosis and repair.

Students will train in eight areas of automotive service: engine repair, engine performance, electrical and electronic systems, manual drive train and axles, automatic transmission/transaxles, suspension and steering systems, brakes and heating and air conditioning. Maintenance and repair experience will duplicate those skills needed upon employment. Upon completion of 83 credit hours, a graduate will be awarded an Associate's Degree in Industrial Technology.

Automotive Technology is accredited by the National Automotive Technicians Education Foundation.

**NOTE:** New students must obtain all tools on the list of required tools. See the automotive department head or an instructor to obtain the tool list. Educational discounts are available from participating vendors.

### Day Program – 5 Semesters

First Semester			Credits
MAT	170	Algebra, Geometry & Trigonometry I	3.0
AUT	101	Engine Fundamentals	3.0
AUT	104	Engine Rebuilding	5.0
AUT	131	Electrical Systems	3.0
ENG	160	Technical Communications <b>or</b> ENG 165 Prof. Communications	3.0

### Second Semester

ECO	105	Introduction to Economic Principles	3.0
PSY	103	Human Relations	3.0
AUT	152	Automatic Transmissions	4.0
AUT	251	Automatic Transmission Overhaul	5.0
AUT	116	Manual Transmissions and Axles	4.0

### Summer Term

AUT	141	Introduction to Heating & Air Conditioning	4.0
AUT	112	Braking Systems	4.0
AUT	122	Suspension and Alignment	4.0

### Third Semester

AUT	133	Electrical Fundamentals	3.0
AUT	145	Engine Performance	3.0
AUT	245	Advanced Engine Performance	5.0
AUT	247	Electronic Fuel Systems	4.0
MAT	171	Algebra, Geometry & Trigonometry II	3.0

### Fourth Semester

AUT	232	Automotive Accessories	2.0
AUT	231	Automotive Electronics	4.0
AUT	156	Automotive Diagnosis and Repair	4.0
AUT	143	Active Devices and Sensors	4.0
Elective		Humanities/Fine Arts	3.0

**Total Credit Hours 83.0**



# Associate in Industrial Technology

## *Major in Building Construction Technology*

Concern about building costs, home maintenance and repair and energy efficient dwellings has elevated job market demands for skilled construction workers in practically every area of the building industry. A comprehensive program that offers practical training in the entire range of residential and light commercial building techniques, Building Construction Technology puts classroom knowledge to work in hands-on projects both on the Piedmont campus and outside the college community. Students get practical training in estimating building costs, carpentry, cabinet making, residential wiring, blueprint reading, brick masonry, construction, building codes and safety. A good background in economics and communications combines with a high level of skills in building techniques to prepare graduates for general construction, specialty work or supervision of construction projects. Upon completion of 83 credit hours, a student will be awarded an Associate's Degree in Industrial Technology.

### Day Program – 5 Semesters

First Semester			Credits
BCT	101	Introduction to Building Construction	5.0
BCT	113	Fundamentals of Construction Prints	4.0
BCT	142	Fundamentals of Construction Safety	4.0
ENG	160	Technical Communications <b>or</b>	
		ENG 165 Prof. Communications	3.0

### Second Semester

BCT	102	Fundamentals of Building Construction	4.0
BCT	131	Estimating/Quantity Take-Off	2.0
BCT	138	Residential Wiring	5.0
BCT	212	Construction Methods and Design	3.0
MAT	170	Algebra, Geometry and Trigonometry I	3.0

### Summer Term

BCT	103	Construction Site Layout	4.0
BCT	201	Principles of Roof Construction	4.0
BCT	204	Cabinet Making	4.0

### Third Semester

BCT	202	Principles of Form Construction	4.0
BCT	221	Construction Building Code	3.0
BCT	231	Construction Labor and Expediting	3.0
MSY	101	Masonry Fundamentals I	5.0
SPC	205	Public Speaking	3.0

### Fourth Semester

BCT	152	Residential Plumbing	5.0
BCT	209	Construction Project Management	3.0
BCT	222	License Preparation	3.0
ECO	105	Introduction to Economic Principles	3.0
Elective		Humanities/Fine Arts	3.0
Elective		Social/Behavioral Science	3.0

**Total Credit Hours 83.0**

## *Carpentry Certificate*

### Day Program – 2 Semesters

First Semester			Credits
BCT	101	Introduction to Building Construction	5.0
BCT	113	Fundamentals of Construction Prints	4.0
BCT	142	Fundamentals of Construction Safety	4.0

### Second Semester

BCT	102	Fundamentals of Building Construction	4.0
BCT	131	Estimating Quantity Take-Off	2.0
BCT	212	Construction Methods and Design	3.0
Elective			3.0

**Total Credit Hours 25.0**

## *Construction Management Certificate*

### Day Program – 4 Semesters

First Semester			Credits
BCT	113	Fundamentals of Construction Prints	4.0
BCT	142	Fundamentals of Construction Safety	4.0

### Second Semester

BCT	131	Estimating/Quantity Take-Off	2.0
BCT	212	Construction Methods and Design	3.0

### Summer Term

BCT	221	Construction Building Code	3.0
BCT	231	Construction Labor and Expediting	3.0

### Third Semester

BCT	209	Construction Project Management	3.0
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**Total Credit Hours 22.0**

# Associate in Industrial Technology

## *Major in Heating, Ventilation and Air Conditioning Technology*

One of the fastest-growing service occupations, Heating, Ventilation and Air Conditioning is a field that has seen major changes over the past years as a result of the national emphasis on fuel conservation and environmental concerns.

Every private residence, business, industry and agency needs the skill of technicians trained in the installation, maintenance and repair of air conditioning, refrigeration and heating systems.

Students are trained to diagnose and repair malfunctions; size, fabricate and install air duct systems; and estimate cooling and heating loads for selection of the most efficient systems for a given building. Practical training in a well-equipped shop and outside installation of service projects gives students on-the-job experience before they graduate. EPA technician certification is taught and the test is offered to all curriculum students.

Two certificate programs are offered: Refrigeration Fundamentals and Heating Fundamentals.

### **Day Program – 5 Semesters**

<b>First Semester</b>			<b>Credits</b>
ACR	101	Fundamentals of Refrigeration	5.0
ACR	102	Tools and Service Techniques	3.0
ACR	106	Basic Electricity for HVAC/R	4.0
PSY	103	Human Relations	3.0

### **Second Semester**

ACR	130	Domestic Refrigeration	4.0
ACR	131	Commercial Refrigeration	4.0
ACR	140	Automatic Controls	3.0
ENG	106	Fundamentals of Communication <b>or</b> ENG 165 Prof. Communications	3.0
IMT	106	Fundamentals of Industrial Technology	3.0
MAT	106	Fundamentals of Mathematics <b>or</b> MAT 170 Algebra, Geometry & Trig. I	3.0

### **Summer Term**

ACR	122	Principles of Air Conditioning	5.0
ACR	150	Basic Sheet Metal	2.0
ACR	232	Refrigeration, Calculation and Equipment Selection	3.0

### **Third Semester**

ACR	110	Heating Fundamentals	4.0
ACR	210	Heat Pumps	4.0
ACR	241	Pneumatic Controls	2.0
ECO	101	Basic Economics	3.0

### **Fourth Semester**

ACR	220	Advanced Air Conditioning	4.0
ACR	223	Testing and Balancing	3.0
ACR	224	Codes and Ordinances	2.0
SPC	205	Public Speaking	3.0
Elective		Humanities/Fine Arts	3.0

**Total Credit Hours 73.0**

### **Evening Program – 6 Semesters**

<b>First Semester</b>			<b>Credits</b>
ACR	101	Fundamentals of Refrigeration	5.0
ACR	102	Tools and Service Techniques	3.0
ACR	106	Basic Electricity for HVAC/R	4.0

### **Second Semester**

ACR	130	Domestic Refrigeration	4.0
ACR	131	Commercial Refrigeration	4.0
ACR	140	Automatic Controls	3.0
ENG	106	Fundamentals of Communication <b>or</b> ENG 160 Prof. Communications	3.0

### **Summer Term**

ACR	150	Basic Sheet Metal	2.0
ACR	122	Principles of Air Conditioning	5.0
ECO	101	Basic Economics	3.0

### **Third Semester**

ACR	110	Heating Fundamentals	4.0
ACR	210	Heat Pumps	4.0
ACR	241	Pneumatic Controls	2.0
MAT	106	Fundamentals of Mathematics <b>or</b> MAT 170 Algebra, Geometry & Trig. I	3.0

### **Fourth Semester**

ACR	220	Advanced Air Conditioning	4.0
ACR	223	Testing and Balancing	3.0
ACR	224	Codes and Ordinances	2.0
SPC	205	Public Speaking	3.0

### **Summer Term**

ACR	232	Refrigeration, Calculation and Equipment Selection	3.0
IMT	106	Fundamentals of Industrial Technology	3.0
PSY	103	Human Relations	3.0
Elective		Humanities/Fine Arts	3.0

**Total Credit Hours 73.0**



## Heating Fundamentals Certificate

### Day or Evening Program – 2 Semesters

First Semester			Credits
ACR	110	Heating Fundamentals	4.0
ACR	210	Heat Pumps	4.0
ACR	241	Pneumatic Controls	2.0

### Second Semester

ACR	220	Advanced Air Conditioning	4.0
ACR	223	Testing and Balancing	3.0
ACR	224	Codes and Ordinances	2.0

**Total Credit Hours 19.0**

## Refrigeration Applications Certificate

### Day or Evening Program – 3 Semesters

First Semester			Credits
ACR	101	Fundamentals of Refrigeration	5.0
ACR	102	Tools and Service Techniques	3.0
ACR	106	Basic Electricity for HVAC/R	4.0

### Second Semester

ACR	130	Domestic Refrigeration	4.0
ACR	131	Commercial Refrigeration	4.0
ACR	140	Automatic Controls	3.0

### Summer Term

ACR	122	Principles of Air Conditioning	5.0
ACR	150	Basic Sheet Metal	2.0
ACR	232	Refrigeration, Calculation and Equipment Selection	3.0

**Total Credit Hours 33.0**



## Associate in Industrial Technology

### Major in Industrial Electronics Technology

A broad program designed to prepare graduates for employment in the manufacture, merchandising, testing, installation, maintenance, modification or repair of electrical and electronic equipment and systems, Industrial Electronics Technology offers both classroom instruction and hands-on experience. Instruction covers DC and AC voltages; basic hydraulics and machine shop practice; motor control; and the generation, distribution and utilization of electrical power.

Practical training in troubleshooting, monitoring, operation and maintenance of mechanical, electrical and electronic equipment provides experience this graduate needs for a successful career.

Course work and many of the laboratory exercises are available via the Internet. Students working in the field may arrange for the required hands-on laboratory exercises to be monitored by qualified technicians at their workplace while students new to the field may need to complete these modules on site at the college or at a technical college near their home location. Please contact Kevin Boiter, department head, at (864) 941-8467 or e-mail boiter.k@ptc.edu. The Electrical Maintenance Technician Certificate is also available via the Internet. This program requires three years of maintenance experience for enrollment and provides a pathway toward the Associate in Industrial Technology degree described above.

### Day Program – 6 Semesters

First Semester			Credits
ECO	101	Basic Economics	3.0
EEM	115	DC Circuits	4.0
IMT	131	Hydraulics and Pneumatics	4.0

### Second Semester

EEM	116	AC Circuits	4.0
EEM	215	DC/AC Machines	3.0
ENG	106	Fundamentals of Communication <b>or</b> ENG 165 Prof. Communications	3.0
IMT	106	Fundamentals of Industrial Technology	3.0
MAT	106	Fundamentals of Mathematics <b>or</b> MAT 170 Algebra, Geometry & Trig. I	3.0
MTT	101	Introduction to Machine Tool	2.0

**Summer Term**

EEM	151	Motor Controls I	4.0
EEM	170	Electrical Installation	3.0
EEM	201	Electronic Devices I	3.0

**Third Semester**

EEM	152	Motor Controls II	4.0
EEM	160	Industrial Instrumentation	3.0
EEM	202	Electronic Devices II	3.0
EEM	231	Digital Circuits I	3.0
MAT	171	Algebra, Geometry & Trigonometry II	3.0

**Fourth Semester**

EEM	140	National Electrical Code	3.0
EEM	241	Microprocessors I	3.0
EEM	251	Programmable Controllers	3.0
PSY	103	Human Relations	3.0
WLD	142	Maintenance Welding	3.0

**Summer Term**

EEM	235	Power Systems	3.0
EEM	252	Programmable Controllers Applications	3.0
Elective		Humanities/Fine Arts	3.0

**Total Credit Hours 79.0**

**Evening Program – 9 Semesters**

<b>First Semester</b>			<b>Credits</b>
EEM	115	DC Circuits	4.0
ENG	106	Fundamentals of Communication <b>or</b> ENG 165 Prof. Communications	3.0
MAT	106	Fundamentals of Mathematics <b>or</b> MAT 170 Algebra, Geometry & Trig. I	3.0

**Second Semester**

EEM	116	AC Circuits	4.0
EEM	215	DC/AC Machines	3.0
MAT	171	Algebra, Geometry & Trigonometry II	3.0

**Summer Term**

EEM	151	Motor Controls I	4.0
EEM	201	Electronic Devices I	3.0

**Third Semester**

EEM	140	National Electrical Code	3.0
EEM	152	Motor Controls II	4.0
EEM	202	Electronic Devices II	3.0

**Fourth Semester**

EEM	170	Electrical Installation	3.0
EEM	231	Digital Circuits I	3.0
IMT	131	Hydraulics and Pneumatics	4.0

**Summer Term**

EEM	235	Power Systems	3.0
EEM	241	Microprocessor I	3.0

**Fifth Semester**

ECO	101	Basic Economics	3.0
EEM	160	Industrial Instrumentation	3.0
EEM	251	Programmable Controls	3.0

**Sixth Semester**

EEM	252	Programmable Controllers Applications	3.0
MTT	101	Introduction to Machine Tool	2.0
WLD	142	Maintenance Welding	3.0

**Summer Term**

IMT	106	Fundamentals of Industrial Technology	3.0
PSY	103	Human Relations	3.0
Elective		Humanities/Fine Arts	3.0

**Total Credit Hours 79.0**

## ***Electrical Maintenance Technician Certificate\****

**Day or Evening Program – 3 Semesters**

<b>First Semester</b>			<b>Credits</b>
EEM	115	DC Circuits	4.0
IMT	131	Hydraulics and Pneumatics	4.0

**Second Semester**

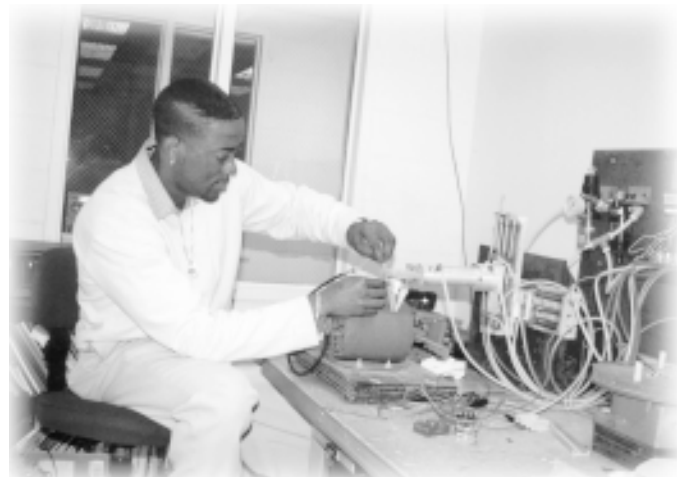
EEM	116	AC Circuits	4.0
EEM	140	National Electrical Code	3.0
EEM	215	DC/AC Machines	3.0

**Summer Term**

EEM	151	Motor Controls I	4.0
EEM	170	Electrical Installation	3.0

**Total Credit Hours 25.0**

*\*This certificate program requires three years of maintenance experience for enrollment.*



## ***Railway Signal Electronics Certificate***

This certificate covers electronics theory and application, particularly with respect to railway signaling and is offered for selected railroad employees at the request of their companies.

Course Title	Credits
EEM 105 Basic Electricity	2.0
EEM 160 Industrial Instrumentation	3.0
EEM 201 Electronic Devices I	3.0
EEM 202 Electronic Devices II	3.0
EEM 231 Digital Circuits I	3.0
MAT 170 Algebra, Geometry & Trigonometry I	3.0

**Total Credit Hours                      17.0**

## **Associate in Industrial Technology**

### ***Major in Machine Tool Technology***

Because of the rapid advances made in industrial technology over the past decade, few career fields have grown as much as metalworking. Students in this program get a full introduction to the field and practical experience in machining operations used in practically every manufacturing industry.

The graduate, highly skilled in the use of precision machines and instruments, is capable of making intricate parts meeting precise specifications. With practical experience in bench work, floor work, assembly layout, selected milling machine operations, lathe, shaper, drill press, numerical control programming and machining, machine tool maintenance and inspection, the graduate is prepared to handle a wide range of responsibilities in the metalworking industry. This curriculum offers a certificate in Machine Tool Operator. Upon completion of 76 credit hours, a student will be awarded an Associate's Degree in Industrial Technology. A student may elect to receive a diploma in Machine Tool after completion of 45 credit hours.

#### **Day Program – 5 Semesters**

First Semester	Credits
MTT 120 Machine Tool Print Reading	3.0
MTT 121 Machine Tool Theory I	3.0
MTT 122 Machine Tool Practice I	4.0
MTT 143 Precision Measurement	2.0
PSY 103 Human Relations	3.0

#### **Second Semester**

EEM 105 Basic Electricity	2.0
ENG 106 Fundamentals of Communication <b>or</b> ENG 165 Prof. Communications	3.0
IMT 106 Fundamentals of Industrial Technology	3.0
MAT 106 Fundamentals of Mathematics <b>or</b> MAT 170 Algebra, Geometry & Trig. I	3.0
MTT 123 Machine Tool Theory II	3.0
MTT 124 Machine Tool Practice II	4.0

#### **Summer Term**

MTT 162 Machine Tool Maintenance Practice	4.0
WLD 102 Introduction to Welding	2.0
Elective	3.0
Elective	3.0

#### **Third Semester**

ECO 101 Basic Economics	3.0
MTT 221 Tool and Diemaking Theory I	3.0
MTT 222 Tool and Diemaking Practice I	4.0
MTT 253 CNC Programming and Operation	3.0
Elective	2.0

#### **Fourth Semester**

MAT 171 Algebra, Geometry & Trigonometry II	3.0
MTT 223 Tool and Diemaking Theory II	3.0
MTT 224 Tool and Diemaking Practice II	4.0
Elective Humanities/Fine Arts	3.0
Elective	3.0

▲ Approved electives

**Total Credit Hours                      76.0**

#### **Evening Program – 6 Semesters**

First Semester	Credits
MTT 120 Machine Tool Print Reading	3.0
MTT 121 Machine Tool Theory I	3.0
MTT 122 Machine Tool Practice I	4.0
MTT 143 Precision Measurement	2.0
PSY 103 Human Relations	3.0

#### **Second Semester**

ENG 106 Fundamentals of Communication <b>or</b> ENG 165 Prof. Communications	3.0
IMT 106 Fundamentals of Industrial Technology	3.0
MTT 123 Machine Tool Theory II	3.0
MTT 124 Machine Tool Practice II	4.0

#### **Summer Term**

MTT 162 Machine Tool Maintenance Practice	4.0
WLD 102 Introduction to Welding	2.0
Elective Humanities/Fine Arts	3.0
Elective	3.0

### Third Semester

ECO	101	Basic Economics	3.0
MAT	106	Fundamentals of Mathematics <b>or</b> MAT 170 Algebra, Geometry & Trig. I	3.0
MTT	253	CNC Programming and Operations	3.0
Elective			3.0
Elective			3.0

### Fourth Semester

EEM	105	Basic Electricity	2.0
MAT	171	Algebra, Geometry & Trigonometry II	3.0
MTT	221	Tool and Diemaking Theory I	3.0
MTT	222	Tool and Diemaking Practice I	4.0
Elective			2.0

### Summer Term

MTT	223	Tool and Diemaking Theory II	3.0
MTT	224	Tool and Diemaking Practice II	4.0
Elective			3.0

▲ Approved electives

**Total Credit Hours 76.0**

### ▲ Approved electives

MTT	130	Fundamentals of Geometric Dimensions and Tolerances	2.0
MTT	141	Metals and Heat Treatment	3.0
MTT	175	Innovations in Machining Technology	3.0
MTT	243	Advanced Dimensional Metrology for Machinists	3.0
MTT	270	Operation and Programming of Coordinate Measuring Machines	3.0



## Machine Tool Diploma

This diploma provides students with a primary technical specialty. By completing this diploma, general education courses and a secondary technical specialty, students have the opportunity to obtain an associate's degree in Occupational Technology with a major in General Technology. Students should meet with their advisors to select the proper courses to meet their particular educational goals. See page 117 of this catalog for additional information on the Occupational Technology degree.

### Day Program – 3 Semesters

First Semester			Credits
MTT	120	Machine Tool Printing	3.0
MTT	121	Machine Tool Theory I	3.0
MTT	122	Machine Tool Practice I	4.0
MTT	143	Precision Measurement	2.0
PSY	103	Human Relations <b>or</b> ECO 101 Basic Economics	3.0

### Second Semester

EEM	105	Basic Electricity	2.0
ENG	106	Fundamentals of Communication <b>or</b> ENG 165 Prof. Communications	3.0
IMT	106	Fundamentals of Industrial Technology	3.0
MAT	106	Fundamentals of Mathematics <b>or</b> MAT 170 Algebra, Geometry & Trig. I	3.0
MTT	123	Machine Tool Theory II	3.0
MTT	124	Machine Tool Practice II	4.0

### Summer Term

MTT	162	Machine Tool Maintenance Practice	4.0
MTT	253	CNC Programming and Operation	3.0
WLD	102	Introduction to Welding	2.0
Elective			3.0

▲ Approved electives

**Total Credit Hours 45.0**

### Evening Program – 4 Semesters

First Semester			Credits
MTT	120	Machine Tool Print Reading	3.0
MTT	121	Machine Tool Theory I	3.0
MTT	122	Machine Tool Practice I	4.0
MTT	143	Precision Measurements	2.0

### Second Semester

MAT	106	Fundamentals of Mathematics <b>or</b> MAT 170 Algebra, Geometry & Trig. I	3.0
MTT	123	Machine Tool Theory II	3.0
MTT	124	Machine Tool Practice II	4.0
PSY	103	Human Relations <b>or</b> ECO 101 Basic Economics	3.0



**Summer Term**

MTT	162	Machine Tool Maintenance Practice	4.0
WLD	102	Introduction to Welding	2.0
Elective			3.0

**Third Semester**

EEM	105	Basic Electricity	2.0
ENG	106	Fundamentals Communication <b>or</b> ENG 165 Prof. Communications	3.0
IMT	106	Fundamentals of Industrial Technology	3.0
MTT	253	CNC Programming and Operations	3.0

**Total Credit Hours                      45.0**

***Machine Tool Operator Certificate***

The machine tool operator certificate program is designed for those students who would like to learn basic machining skills without being enrolled in a full-time degree program. The certificate consists of all the machine tool courses given in the first two semesters of the diploma program. All the classes can be used for credit toward a diploma or Associate's Degree.

**Day or Evening Program – 2 Semesters**

<b>First Semester</b>			<b>Credits</b>
MTT	120	Machine Tool Print Reading	3.0
MTT	121	Machine Tool Theory I	3.0
MTT	122	Machine Tool Practice I	4.0
MTT	143	Precision Measurement	2.0

**Second Semester**

MTT	123	Machine Tool Theory II	3.0
MTT	124	Machine Tool Practice II	4.0
MTT	253	CNC Programming and Operations	3.0
Electives			4.0

**Total Credit Hours                      26.0**

***Computerized Numerical Control Certificate***

The CNC certificate is designed for people with a machinist background who desire to learn about the basic operations of CNC (computer numerical controlled) machinery. Good math and blueprint reading skills are essential for those who would like to study CNC programming. This certificate requires students to write simple CNC programs using the G and M codes to define tool paths and other CNC functions. The student will then program and operate CNC machines. The graduate will have a good working knowledge of CNC and the jobs associated with this type of work.

**Day or Evening Program – 2 Semesters**

<b>First Semester</b>			<b>Credits</b>
MAT	170	Algebra, Geometry & Trigonometry I	3.0
MTT	101	Introduction to Machine Tool	2.0
MTT	120	Machine Tool Print Reading	3.0
MTT	143	Precision Measurements	2.0
MTT	270	Operation and Programming of Coordinate Measuring Machines	3.0

**Second Semester**

EEM	105	Basic Electricity	2.0
MAT	171	Algebra, Geometry & Trigonometry II	3.0
MTT	251	CNC Operations	3.0
MTT	253	CNC Programming and Operation	3.0

**Total Credit Hours                      24.0**

## Industrial Maintenance Mechanics Certificate

### Day or Evening Program – 3 Semesters

First Semester				Credits
ACR	102	Tools and Service Techniques		3.0
IMT	112	Hand Tool Operations		3.0
MAT	170	Algebra, Geometry & Trigonometry I		3.0
Second Semester				
IMT	120	Mechanical Installation		5.0
MTT	101	Introduction to Machine Tool		2.0
WLD	142	Maintenance Welding		3.0
Summer Term				
EEM	105	Basic Electricity		2.0
IMT	131	Hydraulics and Pneumatics		4.0
IMT	161	Mechanical Power Applications		4.0
<b>Total Credit Hours</b>				<b>29.0</b>



## Welding Diploma

At the center of all industrial and construction expansion are technicians skilled in the art of joining metal. The strength and durability of heavy manufactured goods depend on the skills of welders joining metals with gas-fueled torches and electric-arc processes.

Students in the one-year program learn to weld in the four main positions: flat, vertical, horizontal and overhead on both structured steel and pipe. Shop work gives the student practical experience in repair work on cast iron, silver brazing, soldering, stainless steel and aluminum. Before graduation, students are required to meet quality standards through practical weld tests as specified by the American Welding Society and the American Society of Mechanical Engineers Codes and Requirements. These tests ensure that graduates can perform quality work before they go on the job.

Practical experience in welding processes, together with a good foundation in blueprint reading and sketching and the weldability and properties of metals, prepares the graduate for employment in a variety of industrial and construction settings.

This diploma provides students with a primary technical specialty. By completing this diploma, general education courses and a secondary technical specialty, students have the opportunity to obtain an associate's degree in Occupational Technology with a major in General Technology. Students should meet with their advisors to select the proper courses to meet their particular educational goals. See page 117 of this catalog for additional information on the Occupational Technology degree.

### Day Program – 3 Semesters

First Semester				Credits
PSY	103	Human Relations <b>or</b>		
		ECO 105 Intro. to Economic Principles		3.0
WLD	106	Gas and Arc Welding		4.0
WLD	113	Arc Welding II		4.0
WLD	115	Arc Welding III		4.0
Second Semester				
ENG	106	Fundamentals of Communication <b>or</b>		
		ENG 165 Prof. Communications		3.0
IMT	106	Fundamentals of Industrial Technology		3.0
MAT	106	Fundamentals of Mathematics <b>or</b>		
		MAT 170 Algebra, Geometry & Trig. I		3.0
WLD	103	Print Reading I		1.0
WLD	117	Specialized Arc Welding		4.0
WLD	154	Pipefitting and Welding		4.0
WLD	212	Destructive Testing		2.0

**Summer Term**

WLD 105	Print Reading II	1.0
WLD 132	Inert Gas Welding Ferrous	4.0
WLD 136	Advanced Inert Gas Welding	2.0
WLD 208	Advanced Pipe Welding	3.0

**Total Credit Hours 45.0**

**Evening Program – 5 Semesters****First Semester Credits**

MAT 106	Fundamentals of Mathematics <b>or</b> MAT 170 Algebra, Geometry & Trig. I	3.0
WLD 103	Print Reading I	1.0
WLD 106	Gas and Arc Welding	4.0
WLD 115	Arc Welding III	4.0

**Second Semester**

ENG 106	Fundamentals of Communication <b>or</b> ENG 160 Technical Communications	3.0
WLD 113	Arc Welding II	4.0
WLD 117	Specialized Arc Welding	4.0

**Summer Term**

WLD 154	Pipefitting and Welding	4.0
WLD 208	Advanced Pipe Welding	3.0

**Third Semester**

PSY 103	Human Relations <b>or</b> ECO 105 Intro. to Economic Principles	3.0
WLD 105	Print Reading II	1.0
WLD 132	Inert Gas Welding Ferrous	4.0
WLD 212	Destructive Testing	2.0

**Fourth Semester**

IMT 106	Fundamentals of Industrial Technology	3.0
WLD 136	Advanced Inert Gas Welding	2.0

**Total Credit Hours 45.0**

***Journeyman Welding Certificate***

A wide variety of career opportunities is available to students who prepare for actual work situations through practical training in welding processes, blueprint reading and sketching. Students in this program learn to weld in the four main welding positions on plate and pipe using several welding processes. This certificate prepares the graduate for employment in a variety of industrial and construction settings.

**Day or Evening Program – 3 Semesters****First Semester Credits**

WLD 106	Gas and Arc Welding	4.0
WLD 113	Arc Welding II	4.0

WLD 115	Arc Welding III	4.0
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**Second Semester**

WLD 103	Print Reading I	1.0
WLD 117	Specialized Arc Welding	4.0
WLD 154	Pipefitting and Welding	4.0
WLD 212	Destructive Testing	2.0

**Summer Term**

WLD 208	Advanced Pipe Welding	3.0
WLD 105	Print Reading II	1.0
WLD 132	Inert Gas Welding Ferrous	4.0
WLD 136	Advanced Inert Gas Welding	2.0

**Total Credit Hours 33.0**





## ***Horticulture Landscape Management Certificate***

Piedmont Technical College offers a horticulture landscape management certificate that may be combined with some core courses for eligibility for an Associate's Degree in General Technology.

Graduates of the landscape management program may pursue careers in professional turf and ornamental plant establishment or maintenance for functional, recreational and aesthetic uses.

This certificate equips students with the latest horticultural technologies and valuable hands-on experience. Subject matter includes plant materials, soil, pest control, business, maintenance, management, design and implementation. Enhancement of classroom instruction through co-op placement allows the student to begin professional development while still enrolled at Piedmont Technical College.

This certificate provides students with a primary technical specialty. Students completing this certificate can, by taking selected general education courses and a secondary technical specialty, have the opportunity to obtain an associate's degree in Occupational Technology with a major in General Technology. Students should meet with their advisor to select the proper courses to meet their particular educational goals. See page 117 of this catalog for additional information on the Occupational Technology degree.

### **Day Program – 3 Semesters**

<b>First Semester</b>			<b>Credits</b>
CWE	101	Co-op Work Experience Preparation	1.0
CWE	111	Co-op Work Experience I*	1.0
HRT	104	Landscape Design & Implementation	3.0
HRT	127	Soil and Water Management	4.0
HRT	141	Horticulture Pest Control	4.0
HRT	241	Turf Management	3.0

#### **Second Semester**

CWE	121	Co-op Work Experience II*	1.0
HRT	105	Landscape Plant Materials	4.0
HRT	125	Soils and Fertilizers	4.0
HRT	260	Horticulture Power Equipment	4.0

#### **Summer Term**

CWE	131	Co-op Work Experience III*	1.0
HRT	154	Grounds Maintenance	3.0
HRT	171	Landscape Business Techniques	3.0

**Total Credit Hours                      36.0**

\*CWE 133: Cooperative Work Experience III may be substituted for CWE 111, 121 and 131.

### **Evening Program – 3 Semesters**

<b>First Semester</b>			<b>Credits</b>
CWE	111	Co-op Work Experience I*	1.0
HRT	125	Soils and Fertilizers	4.0
HRT	154	Grounds Maintenance	3.0
HRT	260	Horticulture Power Equipment	4.0

#### **Second Semester**

CWE	101	Co-op Work Experience Preparation	1.0
CWE	121	Co-op Work Experience II*	1.0
HRT	104	Landscape Design & Implementation	3.0
HRT	127	Soil and Water Management	4.0
HRT	141	Horticulture Pest Control	4.0
HRT	171	Landscape Business Techniques	3.0

#### **Summer Term**

CWE	131	Co-op Work Experience III*	1.0
HRT	105	Landscape Plant Materials	4.0
HRT	241	Turf Management	3.0

**Total Credit Hours                      36.0**

\*CWE 133: Cooperative Work Experience III may be substituted for CWE 111, 121 and 131





# Associate in Occupational Technology

## *Major in General Technology*

The General Technology program is designed to provide students with an opportunity to upgrade a diploma or certificate program into a broader occupational degree. The program is designed to be substantially individualized to meet the needs of employees who have or seek to have broad technical responsibilities.

The General Technology program requires that a student have completed, or be in the last term of a diploma or certificate program of 28 hours. The student then supplements that prerequisite education with additional general education requirements and with a minimum of 12 credit hours in a single technical area other than that in which the student received his or her diploma or certificate. These courses are selected by the student and advisor to meet the particular employment needs and aspirations of the student. Students in the following programs, with general education courses and a secondary specialty, may earn a degree in Occupational Technology with a major in General Technology:

- Advertising Design
- Desktop Publishing
- Illustration
- Photography
- Early Childhood Development
- Funeral Services Education
- Horticulture Landscape Management
- Welding
- Machine Tool

### **General Education (Minimum) 15 SHC**

ENG	101	English Composition I <b>or</b>	
		ENG 165 Professional Comm.	3.0
MAT	102	Intermediate Algebra <b>or</b>	
		MAT 170 Algebra, Geometry & Trig. I	3.0
PSY	103	Human Relations <b>or</b>	
		PSY 201 General Psychology	3.0
Elective		Natural Science or Math	3.0
Elective		Humanities/Fine Arts	3.0

### **Required Core Subject Areas (Minimum) 40 SHC**

The General Technology major allows a student and his or her faculty advisor to tailor an individualized program of work to meet specific career goals and employment objectives.

The required core consists of primary and secondary technical credits in a single content area from approved degree, diploma or technical education certificate programs. The primary technical specialty consists of a minimum of 28 credit hours in a single content area from approved degree, diploma or technical education certificate programs. The secondary technical specialty consists of an additional 12 credit hours in another technical area.

### **Other Hours Required For Graduation 5 - 26 SHC**

Technical colleges within the State Technical System may use the courses identified in this section of the model to adapt to the program to meet the needs of local employers and students. Provision must be made for a minimum of two electives.

### **Total Credit Hours**

**60 - 84**



# Associate in Occupational Technology

## *Major in Vocational- Technical Education*

The Vocational-Technical Education program is designed to meet the professional development and in-service training needs of practicing vocational-technical instructors. Many instructors in South Carolina technical colleges and vocational centers have been employed because they possess valuable technical skills and credentials. Prior to employment, however, many of these skilled personnel have not participated in formal post-secondary general and professional education.

The degree in Occupational Technology will enable non-degreed vocational-technical instructors to gain the benefits of general and professional education courses while pursuing advanced studies in their occupational specialties. The professional education component of the degree is under the advisement of representatives from South Carolina colleges and universities involved in post-secondary teacher education.

### **General Education (Minimum) 15 SHC**

CPT	170	Microcomputer Applications	3.0
ECO	101	Basic Economics <b>or</b>	3.0
		PSY 103 Human Relations	
ENG	160	Technical Communications <b>or</b>	
		ENG 165 Professional Comm.	3.0
MAT	170	Algebra, Geometry & Trigonometry I	3.0
Elective		Humanities/Fine Arts	3.0

### **Professional Education Req. (Minimum) 30 SHC**

EDU	211	Principles of Vocational-Technical Ed.	3.0
EDU	212	Curriculum Development	3.0
EDU	213	Instructional Development	3.0
EDU	214	Assessment Methods	3.0

3 SHC in Directed Vocational -Technical Education: Teaching Experience

14 SHC in Vocational-Technical Specialty

**Other Hours Required For Graduation 15 - 32**

Technical colleges within the State Tech System may use the courses identified in this section of the model to adapt the program to meet the needs of local employers and students. Provision must be made for a minimum of two electives.

**Total Credit Hours 60 - 77**

## ***English Fluency in Higher Education Act***

All instructional faculty members (full-time and adjunct) whose second language is English are required to write and speak fluently in the English language according to the English Fluency in Higher Education Act. Piedmont Technical College reports annually to the State Board for Technical and Comprehensive Education a summary of the grievances filed by students under the provisions of this act. An English Fluency Evaluation Committee has been established at Piedmont to hear grievances filed by students for faculty members who do not meet the requirements of this act. Once a grievance has been filed, the instructor will be referred to the committee within thirty (30) days for a proficiency evaluation using the procedures and methods described in Institutional Directive 8-31, Section B.



# *Course Descriptions*



\* Denotes college transfer courses.

## ACCOUNTING (ACC)

### **\*ACC 101 Accounting Principles I 3 SHC**

This course introduces basic accounting procedures for analyzing, recording, and summarizing financial transactions, adjusting and closing the financial records at the end of the accounting cycle, and preparing financial statements. (3/0)

### **\*ACC 102 Accounting Principles II 3 SHC**

This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis and financial statement analysis. Prerequisite: ACC 101 (3/0)

### **ACC 124 Individual Tax Procedures 3 SHC**

This course is a study of the basic income tax structure from the standpoint of the individual, including the preparation of individual income tax returns. (3/0)

### **ACC 150 Payroll Accounting 3 SHC**

This course introduces the major tasks of payroll accounting, employment practices, federal, state and local governmental laws and regulations. Various forms, records and tax reporting are emphasized. Prerequisite: ACC 101 (3/0)

### **ACC 201 Intermediate Accounting I 3 SHC**

This course explores fundamental processes of accounting theory including the preparation of financial statements. Prerequisite: ACC 101 and ACC 102 (3/0)

### **ACC 202 Intermediate Accounting II 3 SHC**

This course covers the application of accounting principles and concepts to account evaluation and income determination, including special problems peculiar to corporations and the analysis of financial reports. Prerequisite: ACC 201 (3/0)

### **ACC 230 Cost Accounting I 3 SHC**

This course is a study of the accounting principles involved in job order cost systems. Analysis using information obtained from cost systems is included. Prerequisite: ACC 101 and ACC 102 (3/0)

### **ACC 240 Computerized Accounting 3 SHC**

This course is a study of using the computer to design and implement various accounting functions, including financial transactions, records, statements, reports and documents. Prerequisite: ACC 101 and ACC 102 (3/0)

## AIR CONDITIONING, HEATING AND REFRIGERATION TECHNOLOGY (ACR)

### **ACR 101 Fundamentals of Refrigeration 5 SHC**

This course covers the refrigeration cycle, refrigerants, pressure-temperature relationship and system components. (4/3)

### **ACR 102 Tools and Service Techniques 3 SHC**

This course is a basic study of the uses of tools and service equipment in the installation and repair of HVAC equipment. (2/3)

### **ACR 106 Basic Electricity for HVAC/R 4 SHC**

This course includes a basic study of electricity including Ohm's Law, series and parallel circuits as they relate to heating, ventilating, air conditioning and/or refrigeration systems. (3/3)

### **ACR 110 Heating Fundamentals 4 SHC**

This course covers the basic concepts of oil, gas and electric heat, their components and operation. (3/3)

### **ACR 122 Principles of Air Conditioning 5 SHC**

This course is a study of the air cycle, psychrometrics, load estimating and equipment selection. (5/0)

### **ACR 130 Domestic Refrigeration 4 SHC**

This course is a study of domestic refrigeration equipment. (3/3)

### **ACR 131 Commercial Refrigeration 4 SHC**

This course is a study of maintenance and repair of commercial refrigeration systems. (3/3)

### **ACR 140 Automatic Controls 3 SHC**

This course is a study of the adjustment, repair and maintenance of a variety of pressure and temperature sensitive automatic controls. (2/3)

### **ACR 150 Basic Sheet Metal 2 SHC**

This course covers the tools and procedures required in the fabrication of duct work. (1/3)

### **ACR 210 Heat Pumps 4 SHC**

This course is a study of theory and operational principles of the heat pump. (3/3)

### **ACR 220 Advanced Air Conditioning 4 SHC**

This course is an advanced study of air conditioning systems. (3/3)



**ACR 223 Testing and Balancing 3 SHC**

This course covers testing and balancing of air distribution in duct work and water flow in piping. (2/3)

**ACR 224 Codes and Ordinances 2 SHC**

This course covers instruction on how to reference appropriate building codes and ordinances where they apply to installation of heating and air conditioning equipment. (2/0)

**ACR 232 Refrigeration, Calculation and Equipment Selection 3 SHC**

This course involves a study of load calculations and selection of refrigeration equipment and components and heat losses/gains in commercial and residential structures. (2/3)

**ACR 241 Pneumatic Controls 2 SHC**

This course covers the fundamentals of adjustment, repair and maintenance of pneumatic controls used in air conditioning systems. (1/3)

**ALLIED HEALTH SCIENCE (AHS)****AHS 102 Medical Terminology 3 SHC**

This course covers medical terms, including roots, prefixes and suffixes, with emphasis on spelling, definition and pronunciation. (3/0)

**AHS 104 Medical Vocabulary/Anatomy 3 SHC**

This course introduces the fundamental principles of medical terminology and includes a survey of human anatomy and physiology. (3/0)

**AHS 106 Cardiopulmonary Resuscitation 1 SHC**

This course provides a study of the principles of cardiopulmonary resuscitation. (1/0)

**AHS 107 Clinical Computations 2 SHC**

This course is a study of the principles and applications of computations used in the clinical setting. (2/0)

**AHS 109 Personal/Community Health 3 SHC**

This course provides a study of personal/community health and man's relation to the environment. (3/0)

**AHS 110 Patient Care Procedures 2 SHC**

This course provides a study of the procedures and techniques used in the general care of the patient. (1/3)

**AHS 119 Health Careers 3 SHC**

This course provides information on various health careers to include job responsibility and personal and educational requirements, as well as an overview of the health care system with its unique nomenclature and delivery of care. (3/0)

**AHS 143 Phlebotomy Skills 6 SHC**

This course provides instruction in phlebotomy equipment, procedures and techniques, as well as practical experience. Prerequisite: Admission to program. (3/9)

**AHS 144 Phlebotomy Practicum 5 SHC**

This course provides a detailed study and practice of phlebotomy procedures utilized in hospital settings, clinical facilities, and physicians' offices. (2/9)

**AHS 205 Ethics and Law for Allied Health Professions 3 SHC**

This course is an introduction to ethical bioethical and legal concepts related to Allied Health Professions. (3/0)

**AUTOMATED MANUFACTURING TECHNOLOGY (AMT)****AMT 102 Computer Controlled Machinery 4 SHC**

This course covers the fundamentals of robot geometry, controls, mechanisms, sensors, programming, installation, safety and maintenance and other computer controlled systems. (3/3)

**AMT 104 Automated Work Cell Design 4 SHC**

This course covers the basic principles of work cells containing automated devices; it also includes programming and safety. Prerequisite: AMT 102 (3/3)

**ART (ART)****\*ART 101 Art History and Appreciation 3 SHC**

This course is an introduction to the history and appreciation of art, including the elements and principles of the visual arts. (3/0)

**ART (VISUAL) (ARV)****ARV 102 Modern Art Communication 3 SHC**

This course is a study of art communication from the Renaissance to modern art with emphasis on Western art. (3/0)

**ARV 105 Overview of Interior Design 2 SHC**

This course is a study of Interior Design fundamentals, elements and principles, including creating functional and effective interiors; visual display of components and materials, interactions with clients, and career opportunities. (2/0)

**ARV 106 Theory of Color 1 SHC**

This course covers interaction of colors and their psychological effects on individuals, lighting and its influence on color, manipulating hues to achieve mood, and creating illusions and enhancing the environment. Hue, value, intensity, tint and shade are defined in the course. Students create a color wheel and color schemes. (1/0)

**ARV 110 Computer Graphics I 3 SHC**

This course is a study of the fundamentals of computer assisted graphic design. (2/3)

**ARV 114 Photography I 3 SHC**

This course is a study of the principles, terminology, techniques, tools and materials of basic photography. (1/6)

**ARV 120 Drawing 3 SHC**

This course covers basic principles, techniques and tools of drawing for advertising. (2/3)

**ARV 121 Design 3 SHC**

This course covers basic theories, vocabulary, principles, techniques, media and problem solving in basic design. (2/3)

**ARV 123 Composition and Color 3 SHC**

This course covers the investigation and application of principles and concepts of visual organization and the psychological and physical properties of color. (2/3)

**ARV 140 American and European Furniture 2 SHC**

This course covers the history of major influences on American and European furniture, including periods, styles, craftsmen and designers, quality, function, and materials and construction techniques. (2/0)

**ARV 141 Textiles—Fiber to Fabric 1 SHC**

This course is a study of fiber characteristics, their properties and uses in textile products. The course covers fibers, yarns, weaves, patterns, color, and finishes. Fibers used for carpeting, upholstery and decorative fabrics are also included in the course. (1/0)

**ARV 142 Kitchen and Bath Design 1 SHC**

This course covers the functional use of spaces and the most efficient placement of appliances and fixtures; general, task, and ambient lighting; safety; and visual effects. Remodeling techniques to accommodate wheelchairs (barrier-free) are also covered in the course. (1/0)

**ARV 143 Space Planning, Furniture Layout and Accessories 2 SHC**

This course is a study of doors, acoustics, stairs, halls, accessories, environmental practices, client lifestyle and needs, special relations, finishing details and furniture accessory layout. (2/0)

**ARV 150 Studio I 1 SHC**

This course is a study of working with a pseudo client and preparing sample boards based on a scaled draft of a small house. Emphasis is on lighting (electrical planning,) furniture layout and traffic patterns. (1/0)

**ARV 151 Studio II 2 SHC**

This course is a study of requirements based on occupant needs for each room of a proposed setting. The course includes solving problems, presenting complete drafts, preparing and developing furniture layouts, sample boards, budgets, electrical plans, renderings and traffic plans for final evaluation. This course includes the final interior design project. (2/0)

**ARV 160 Visual Concepts 1 SHC**

This course is a study of sketching and how to professionally prepare and present ideas. The course also covers special projects based upon individual needs. (1/0)

**ARV 161 Visual Communication Media 3 SHC**

This course is an introduction to the theory, psychology, principles and practices of major visual communications media. (3/0)

**ARV 162 Graphic Reproduction I 3 SHC**

This course is a study of the principles and practices used in print preparation and print reproduction. Prerequisite: ARV 110 (2/3)

**ARV 165 Visual Presentation 1 SHC**

This course is a study of graphic presentation skills and techniques, drafting, elevation drawing and rendering techniques. The design of sample boards and layouts are also included in the course. (1/0)

**ARV 171 CAD for Interior Design 2 SHC**

This course is a study of the uses of computers and computer-aided design in interior design as well as AutoCAD and other commercial programs. The course covers line, 2D and 3D design. (2/0)

**ARV 172 Fundamentals of Blueprint Reading for Interior Design 1 SHC**

This course is a study of plans, symbols, scale, sections, elevation, perspective, building codes and electrical plans. (1/0)

**ARV 173 Building Construction 1 SHC**

This course is a study of architectural, construction and structural principles and symbols; materials, building code and standards; and environmental controls systems. HVAC, plumbing and electrical planning based upon standards codes are also included in the course. (1/0)

**ARV 180 Floors, Walls and Windows 3 SHC**

This course is a study of floor, wall and window treatments, materials, and finishes. Materials, cost estimations, and planning are also covered in the course. (3/0)

**ARV 181 Interior Lighting 1 SHC**

This course covers selection of lighting fixtures, both fixed and portable and the psychological and physiological influences of lighting. Students learn how to create a functional lighting plan and then plan and draw a lighting plan onto blueprints. (1/0)

**ARV 182 Exterior Living Design 1 SHC**

This course covers the history and evolution of exterior living and addresses patios, decks, gardens, and landscaping from an interior designer's point of view. (1/0)

**ARV 190 Trends in Interior Design 1 SHC**

This course is a study of interior design trends and updates of regulatory materials. Topics include current industry trends particularly in materials, lighting and fabrics; new or updated CAD techniques; recent updates to building, electrical and construction codes and regulations; as well as other material of a topical nature. (1/0)

**ARV 201 Client Relations 1 SHC**

This course is a study of client relations and covers the do's and don't's of client relationships; follow-up; resolving conflicts; listening skills; relationships with clients and sub-contractors; and how to sell your ideas to a client. (1/0)

**ARV 205 Graphic Illustration 3 SHC**

This course covers the tools and techniques used to create graphic illustrations for various types of print media. (2/3)

**ARV 214 Photography II 3 SHC**

This course covers advanced projects in photography, including studio work. Prerequisite: ARV 114 or instructor's permission (1/6)

**ARV 215 Photography III 3 SHC**

This course incorporates advanced projects in photography, including studio and lab work. Prerequisite: ARV 214 or instructor's permission (1/6)

**ARV 219 Multimedia Techniques 3 SHC**

This course is an introduction to the production of current audio-visual media. (3/0)

**ARV 227 Web Site Design I 3 SHC**

This course is an introduction to the production of an interactive world wide web site. (3/0)

**ARV 228 Web Site Design II 3 SHC**

This course covers a study of advanced web site design techniques culminating in an interactive web site. (3/0)

**ARV 261 Advertising Design I 3 SHC**

This course is an introduction to the advertising arts, including the principles, techniques, media, tools and skills used in the visual communication field. (2/3)

**ARV 262 Advertising Design II 3 SHC**

This course covers advanced knowledge, practices and skills in the visual communication field. Prerequisite: ARV 261 (2/3)

**ARV 265 Graphics Arts Portfolio 1 SHC**

This course covers the development of strategies for entering the graphic arts industry and refining portfolios and resumes to meet professional standards. Prerequisite: Student must have completed fall and spring semester requirements. (1/0)

**ARV 266 Seminar in Graphics Art 3 SHC**

This course offers an introduction to contemporary topics and issues in graphic design. Prerequisite: ARV 110 (3/0)

**ARV 272 Internship 1 SHC**

This course includes an internship in an interior design setting with supervision. The students must prepare and maintain a journal relating their experiences. (0/6)

**ARV 274 Interior Design Practicum 2 SHC**

This course consists of experiential learning in a supervised interior design setting. Students gain practical experience and must prepare and maintain a journal relating to their work experience. (0/10)

**ASTRONOMY (AST)****\*AST 101 Solar System Astronomy 4 SHC**

This course is a descriptive survey of the universe with emphasis on basic physical concepts and the objects in the solar system. Related topics of current interest are included. (3/3)

**\*AST 102 Stellar Astronomy 4 SHC**

This course is a descriptive survey of the universe with emphasis on basic physical concepts and galactic and extra-galactic objects. Related topics of current interest are included in the course. (3/3)

**AUTOMOTIVE TECHNOLOGY (AUT)****AUT 101 Engine Fundamentals 3 SHC**

This course is a study of automotive engine fundamentals and principles of engine operations, including horsepower calculations, cubic inch displacement calculations, efficiency combustion theory, etc. It also includes types of engines, cylinders, valve arrangements, lubrications, fuel, exhaust and cooling systems. (2/3)

**AUT 104 Engine Rebuilding 5 SHC**

This course is a study of in-shop procedures of engine disassembly and reassembly, including pertinent measurements and cylinder head preparation. Prerequisite: AUT 101 (2/9)

**AUT 112 Braking Systems 4 SHC**

This course covers hydro-boost power brakes and vacuum power brakes as well as master cylinders, caliper rebuilding and how to machine disc brake rotors and drums. (3/3)

**AUT 116 Manual Transmission and Axle 4 SHC**

This course is an advanced study of manual transmissions and transaxles, including proper overhaul procedures for axles, manual transmissions and transaxles. (3/3)

**AUT 122 Suspension and Alignment 4 SHC**

This course is a study of suspension and steering systems including nonadjustable and adjustable wheel alignment angles and application of balancing and alignment equipment. (3/3)

**AUT 131 Electrical Systems 3 SHC**

This course is a study of the individual systems and components that, when combined, form the entire automotive electrical system. The course includes starting and charging systems, ignition, engine, chassis and accessory systems as well as instruction in the proper use of electrical schematics. (2/3)

**AUT 133 Electrical Fundamentals 3 SHC**

This course is a study of the theories of electricity, including magnetism, series and parallel circuits, Ohm's Law and an introduction to the use of various electrical test equipment. (2/3)

**AUT 141 Introduction to Heating and Air Conditioning 4 SHC**

This course is a basic study of the principles of heat transfer and refrigeration in automotive technology. (3/3)

**AUT 143 Active Devices and Sensors 4 SHC**

This course covers the basic operation of electronic devices and sensors, including basic circuits, applications and diagnosis. (2/6)

**AUT 145 Engine Performance 3 SHC**

This course covers the diagnosis of various performance problems using the appropriate diagnostic equipment and diagnostic manuals. Logical thinking is also included in this course. (2/3)

**AUT 152 Automatic Transmission 4 SHC**

This course is a basic study of power flow and hydraulics, including torque converter operation. (2/6)

**AUT 156 Automotive Diagnosis and Repair 4 SHC**

This is a basic course for general diagnostic procedures and minor repairs. (2/6)

**AUT 231 Automotive Electronics 4 SHC**

This course includes the study of solid state devices, microprocessors, and complete diagnostics using the latest available equipment. (3/3)



**AUT 232 Automotive Accessories 2 SHC**  
This course is a study of devices and systems considered accessories by the automotive industry. Study includes windshield wiper systems, power door locks, windows and seats, radios and clocks. (1/3)

**AUT 245 Advanced Engine Performance 5 SHC**  
A continuation of AUT 145. This course consists of "hands-on" diagnostics, including an in-depth study and use of the oscilloscope to diagnose engine performance problems. Prerequisite: AUT 145 (3/6)

**AUT 247 Electronic Fuel Systems 4 SHC**  
This course includes the study of fuel injection systems, other fuel system components and how computers control fuel delivery. (3/3)

**AUT 251 Automatic Transmission Overhaul 5 SHC**  
This course is an advanced study of transmission overhaul procedures, including proper overhaul procedures used to repair overdrive transmissions and transaxles. Prerequisites: AUT 152 (2/9)

#### **BUSINESS ADMINISTRATION FINANCE (BAF)**

**BAF 250 Investments 3 SHC**  
This course is a study of the securities field with emphasis on individual portfolio analysis. (3/0)

**BAF 260 Financial Management 3 SHC**  
This course is a study of financial analysis and planning. Topics include working capital management, capital budgeting and cost of capital. Cash forecasting, budgeting, management of credit, cash and payables are included. Prerequisite: ACC 101 (3/0)

#### **BUILDING CONSTRUCTION TECHNOLOGY (BCT)**

**BCT 101 Introduction to Building Construction 5 SHC**  
This course is an introduction to residential and light commercial construction, construction terms, tools of the trade and their safe use. (2/9)

**BCT 102 Fundamentals of Building Construction 4 SHC**  
This course is a study of framing for residential and light commercial buildings. (2/6)

**BCT 103 Construction Site Layout 4 SHC**  
This course covers location and layout of building corners, elevation and the use of appropriate tools. (2/6)

**BCT 113 Fundamentals of Construction Prints 4 SHC**  
This course includes reading prints for residential and light commercial building construction. (2/6)

**BCT 131 Estimating/Quantity Take Off 2 SHC**  
This course covers construction estimation and quantity take off for construction trades based on local and national building codes. (1/3)

**BCT 138 Residential Wiring 5 SHC**  
This course is a study of wiring methods and practices used in residential applications. (2/9)

**BCT 142 Fundamentals of Construction Safety 4 SHC**  
This course covers safety standards and practices as they apply to the building construction industry. (2/6)

**BCT 152 Residential Plumbing 5 SHC**  
This course is a study of the plumbing methods and practices used in residential application. (2/9)

**BCT 201 Principles of Roof Construction 4 SHC**  
This course is a study of design and construction of roof systems and roofing materials for residential and light commercial construction. (2/6)

**BCT 202 Principles of Form Construction 4 SHC**  
This course is the study and design of form construction as applied to residential and light commercial construction. (2/6)

**BCT 204 Cabinet Making 4 SHC**  
This course is a study of design and construction of cabinets, custom casework and countertops. (2/6)

**BCT 209 Construction Project Management 3 SHC**  
This course uses hands-on projects to teach building construction skills. (1/6)

**BCT 212 Construction Methods and Design 3 SHC**  
This course covers residential construction methods and designs. (2/3)

**BCT 221 Construction Building Code 3 SHC**  
This course is a study of local, state and national building code requirements as they apply to residential and commercial construction. (2/3)

**BCT 222 License Preparation 3 SHC**  
This course is designed as preparation for contractor exam and licensing. (3/0)

**BCT 231 Construction Labor and Expediting 3 SHC**  
This course is a study of the process of controlling material and labor on a job site. (2/3)

### **BIOLOGY (BIO)**

**BIO 100 Introductory Biology (Non-Degree Credit) 4 SHC**  
This is a course in general biology designed to introduce principles of biology. (3/3)

**\*BIO 101 Biological Science I 4 SHC**  
This course is the first of a sequence introducing biology. Topics include the scientific method, basic biochemistry, cell structure and function, cell physiology, cell reproduction and development, Mendelian Genetics, population genetics, natural selection, evolution and ecology. (3/3)

**\*BIO 102 Biological Science II 4 SHC**  
This is a continuation of introductory biology that includes classification of organisms and structural and functional considerations of all kingdoms (particularly major phyla as well as viruses). Vertebrate animals and vascular plants are emphasized. (3/3)

**BIO 112 Basic Anatomy and Physiology 4 SHC**  
This course is a basic integrated study of the structure and function of the human body. (3/3)

**BIO 115 Basic Microbiology 3 SHC**  
This is a general course in microbiology, including epidemiology, presence, control and identification of microorganisms. Prerequisite: BIO 115 (2/3)

**BIO 203 General Genetics 4 SHC**  
This course introduces major concepts in genetics at the cellular, molecular and population levels: it also reviews and expands classical Mendelian principles, the molecular nature of the gene, gene action, gene regulation and gene frequencies in populations. (3/3)

**\*BIO 210 Anatomy and Physiology I 4 SHC**  
This is the first in a sequence of courses, including an intensive coverage of the body as an integrated whole. All body systems are studied. Prerequisite: BIO 100 or equivalent (3/3)

**\*BIO 211 Anatomy and Physiology II 4 SHC**  
This is a continuation of a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied. Prerequisite: BIO 210 (3/3)

**BIO 215 Anatomy 4 SHC**  
This course is a study of the structure of the human body in relation to normal and pathologic states. Prerequisite: BIO 100 or equivalent (3/3)

**BIO 222 Microscopic Anatomy 4 SHC**  
This course is a study of the microscopic structure of cells and tissues in relation to function. (3/3)

**BIO 225 Microbiology 4 SHC**  
This is a detailed study of microbiology as it relates to infection and the disease processes of the body. Topics include immunity, epidemiology, medically important microorganisms and diagnostic procedures for identification. Prerequisite: BIO 210 (3/3)

**BIO 230 General Pathology 4 SHC**  
This course introduces fundamentals of human disease, including structural and functional changes. Clinical manifestations and principles of treatment are emphasized. Prerequisite: BIO 112. (3/3)

### **BUSINESS (BUS)**

**BUS 101 Introduction to Business 3 SHC**  
This course is a study of the nature of business activity in relation to the economic society, including how a business is owned, organized, managed and controlled. (3/0)

**BUS 121 Business Law I 3 SHC**  
This course is a study of legal procedures, law and society, classifications and systems of law, the tribunals administering justice, contracts, sales, transfer of titles, rights and duties of the parties, conditions and warranties. (3/0)

**BUS 210 Introduction to E-Commerce  
in Business 3 SHC**

This course is the study of electronic commerce and the operations and applications from the business perspective. Emphasis is placed on business concepts and strategies and how they apply to the process of buying and selling goods and services online. (3/0)

**BUS 268 Special Projects in Business 3 SHC**

This course includes research, reporting and special activities for successful employment in the business world. (3/0)

**CIVIL ENGINEERING TECHNOLOGY (CET)**

**CET 105 Surveying I 3 SHC**

This course includes surveying theory and practice; care and use of instruments; traversing procedures; and computation of closure. (2/3)

**COMPUTER GRAPHICS (CGC)**

**CGC 106 Typography I 3 SHC**

This course covers typography and photocomposition. (3/0)

**CGC 110 Electronic Publishing 3 SHC**

This course introduces students to the fundamentals of electronic publishing. Prerequisite: ARV 110 (2/3)

**CGC 122 Basic Offset Press Operations 3 SHC**

This course covers the basic competencies required to operate an offset press. (2/3)

**CGC 125 Basic Offset Preparation 3 SHC**

This course covers the basics of preparing a job to be reproduced from the mechanical stage to preparing the offset printing plate. (2/3)

**CGC 132 Screen Printing 3 SHC**

This course covers an introduction to screenprinting terminology, equipment, and processes. (1/6)

**CGC 210 Advanced Electronic Publishing 3 SHC**

This course covers a wide range of computer hardware, software, and peripherals. Prerequisite: CGC 110 (2/3)

**CGC 226 Advanced Printing 3 SHC**

This course covers a variety of advanced printing projects. Prerequisites: CGC 122 and CGC 125 (2/3)

**CHEMISTRY (CHM)**

**CHM 100 Introductory Chemistry  
(Non-Degree Credit) 4 SHC**

This is an introductory course in general chemistry and principles of chemistry. Emphasis is placed on mathematical solutions and laboratory techniques. Prerequisite: High school algebra, MAT 100 or appropriate algebra placement score (3/3)

**CHM 105 General Organic and  
Biochemistry 4 SHC**

This course is a study of the fundamental principles of chemistry, including atomic and molecular structure, common substances and reactions, introduction to organic chemistry and biochemistry. (3/3)

**\*CHM 110 College Chemistry I 4 SHC**

This is the first course in a sequence that includes the following topics: atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions and equilibria. Prerequisite: High school algebra II, MAT 102 or appropriate algebra placement score. (3/3)

**\*CHM 111 College Chemistry II 4 SHC**

This course is a continuation of the study of atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions and equilibria. Other topics are kinetics, thermodynamics and electrochemistry. This course should be considered a basis for future studies in other areas of chemistry. Prerequisite: CHM 110 (3/3)

**\*CHM 112 College Chemistry II 4 SHC**

This course is a continuation of the study of atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions and equilibria. Other topics are organic chemistry and biochemistry. This course should be considered a terminal study of chemistry. Prerequisite: CHM 110 (3/3)

**\*CHM 211 Organic Chemistry I 4 SHC**

This is the first in a sequence of courses that includes nomenclature, structure, and properties and reaction mechanisms of basic organic chemistry. (3/3)

**\*CHM 212 Organic Chemistry II 4 SHC**

This course is a continuation of basic organic chemistry. Topics include nomenclature, structure and properties, reaction mechanisms of basic organic chemistry, biochemistry and spectroscopy. (3/3)

## **COLLEGE (COL)**

### **COL 101 College Orientation 1 SHC**

This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance and other subjects to facilitate student success. (1/0)

### **COL 102 Introduction to College 2 SHC**

This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance and other subjects to facilitate student success. (2/0)

### **COL 103 College Skills 3 SHC**

This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance and other subjects to facilitate student success. (3/0)

## **COMPUTER TECHNOLOGY (CPT)**

### **CPT 101 Introduction to Computers 3 SHC**

This course covers basic computer history, theory and applications, including word processing, spreadsheets, databases and the operating system. (3/0)

### **CPT 111 Basic Programming I 3 SHC**

This course introduces the basic programming language, emphasizing the logical design, development, testing and debugging of structured basic programs. Topics include arithmetic operations, decision structures, looping, formatted output, arrays, subroutines and file structures. (3/0)

### **CPT 114 Computers and Programming 3 SHC**

This course introduces computer concepts and programming. Topics include basic concepts of computer architecture, files, memory and input/output devices. Programming is done in a modern high-level procedural language. (3/0)

### **CPT 115 COBOL Programming I 3 SHC**

This course introduces the nature and use of the common business oriented language - COBOL. Prerequisite: CPT 111 (3/0)

### **CPT 116 Essentials of COBOL I 4 SHC**

This course emphasizes the essential elements of COBOL programming and applications to real-world situations. Prerequisite: CPT 115 (4/0)

### **CPT 122 Essentials of RPG 4 SHC**

This course emphasizes the essential elements of RPG programming and applications to real-world situations. Prerequisite: CPT 115 (4/0)

### **CPT 151 Machine Operations 3 SHC**

This course covers the major functions of the operations department of a computer center. Prerequisites: CPT 115 (3/0)

### **CPT 162 Introduction to Web Page Publishing 3 SHC**

This course is a study of the fundamentals of Web page design and implementation. (3/0)

### **CPT 170 Microcomputer Applications 3 SHC**

This course introduces microcomputer applications software, including word processing, databases, spreadsheets, graphs and their integration. (3/0)

### **CPT 176 Microcomputer Operating Systems 3 SHC**

This course covers operating system concepts of microcomputers, including file maintenance, disk organization, batch files and subdirectory concepts. (3/0)

### **CPT 178 Software Applications 3 SHC**

Using electronic spreadsheet and relational database management software programs, this course focuses on complex microcomputer applications. (3/0)

### **CPT 206 Advanced Event-Driven Programming 3 SHC**

This course is a study of advanced techniques for programming with an event-driven language. (3/0)

### **CPT 207 Complex Computer Applications 3 SHC**

This course covers analyzing, designing and implementing computerized solutions to realistic business applications areas. Prerequisite: CPT 216 or CPT 222 (3/0)

### **CPT 209 Computer Systems Management 3 SHC**

This course examines the methods and procedures used in maintaining microcomputer systems. Topics include hardware and software installation, configuration, operations and troubleshooting. (3/0)



**CPT 212 Visual Basic Programming 3 SHC**  
This course focuses on Windows programming using Visual Basic to create graphical user interfaces. The course examines forms, controls, graphical controls, loops, control arrays, database and traditional file processing and application class scheduling. Prerequisites: CPT 111 or IST 220 (3/0)

**CPT 216 Essentials of COBOL II 4 SHC**  
This course explores elements of COBOL programming and applications to advanced problems and situations. Prerequisite: CPT 116 (4/0)

**CPT 222 Advanced RPG 4 SHC**  
This course explores elements of RPG programming and applications to advanced problems and situations. Prerequisite: CPT 122 (4/0)

**CPT 234 C Programming I 3 SHC**  
This introductory course in C Programming emphasizes the designing, coding, testing and debugging of C Programs involving input/output operations, data types, storage classes, decision structures, looping, functions, preprocessor directives, arrays and simple pointers. Prerequisite: CPT 111 (3/0)

**CPT 242 Database 3 SHC**  
This course introduces database models and the fundamentals of database design. Topics include database structure, database processing and application programs that access a database. Prerequisite: CPT 216 or CPT 222 (3/0)

**CPT 264 Systems and Procedures 3 SHC**  
This course covers the techniques of system analysis, design, development and implementation. Prerequisite: CPT 116 or CPT 122 (3/0)

**CPT 270 Advanced Microcomputer Applications 3 SHC**  
This course emphasizes the integration of popular microcomputer software packages using advanced concepts in microcomputer applications software. Prerequisite: CPT 178 (3/0)

**CPT 272 Advanced Microcomputer Data Base 3 SHC**  
This course emphasizes accessing databases using advanced concepts in microcomputer database application software. Techniques include SQL, application generators, and database programming to generate various applications. Prerequisite: CPT 178 (3/0)

**CPT 274 Advanced Microcomputer Spreadsheets 3 SHC**  
This course emphasizes complex applications of spreadsheet software for the microcomputer using advanced concepts. Prerequisite: OST 261 (3/0)

**CPT 276 CPT Internship 3 SHC**  
This course is an intensive application development experience in an approved business setting. Prerequisites: CPT 222 or CPT 216 (1/6)

**CPT 285 PC Hardware Concepts 3 SHC**  
This course focuses on installing and upgrading microcomputer hardware and identifying malfunctions. Prerequisite: CPT 209 (3/0)

## **CRIMINAL JUSTICE (CRJ)**

**CRJ 101 Introduction to Criminal Justice 3 SHC**  
This course includes an overview of the functions and responsibilities of agencies involved in the administration of justice to include police organizations, court systems, correctional systems and juvenile justice agencies. (3/0)

**CRJ 110 Police Patrol 3 SHC**  
This course provides an understanding of the duties, extent of authority and responsibilities of the uniformed patrolman. Emphasis is placed on patrol function-line activities, including traffic control and investigation, community relations, vice control, tactical units, civil disturbances and preventive patrol. (3/0)

**CRJ 115 Criminal Law I 3 SHC**  
This course covers the development of criminal law in America. The basic elements of specific criminal offenses, criminal defenses and various legal principles upon which criminal law is established are reviewed. (3/0)

**CRJ 116 Criminal Law II 3 SHC**  
This course includes a study of criminal procedures by analyzing the process from arrest to sentencing.

**CRJ 120 Constitutional Law 3 SHC**  
This course covers analysis of the historical development of the U.S. Constitution and the relationship of rights contained therein to the state and the individual. The application of the Bill of Rights to federal and state systems is examined. (3/0)

**CRJ 125 Criminology 3 SHC**

This course is a study of the various theories of criminal causation and control, the identification of criminal typologies and the reaction of society to crime and criminals. (3/0)

**CRJ 130 Police Administration 3 SHC**

This course is a study of the organization, administration and management of law enforcement agencies. (3/0)

**CRJ 140 Criminal Justice Report Writing 3 SHC**

This course is a study of the proper preparation and retention of criminal justice records and reports, including observational skills, formatting and the value of accurate, complete and selective written articulation of information and observations. (3/0)

**CRJ 216 Police Supervision 3 SHC**

This course includes analysis of the relationship of the first-line supervisor to the organization, including manpower needs, employee development and motivation, employee training and education, employee safety and health and employee services and relations. (3/0)

**CRJ 224 Police Community Relations 3 SHC**

This course is a study of the importance of two-way communication between the criminal justice system and the community to foster a working relationship to control crime. A variety of topics is studied, including citizen involvement in crime prevention and police officer interpersonal relations. (3/0)

**CRJ 230 Criminal Investigation I 3 SHC**

This course is a study of the fundamentals of interviewing witnesses and interrogating suspects. Different methods of conducting crime scene searches and methods used in investigating various crimes are studied in the course. (3/0)

**CRJ 231 Criminal Investigation II 3 SHC**

This course includes the application of techniques learned in Criminal Investigation I. (3/0)

**CRJ 236 Criminal Evidence 3 SHC**

This course is a study of the established rules of evidence from arrest to release in the administration of criminal justice. (3/0)

**CRJ 242 Correctional Systems 3 SHC**

This course is an introduction to aspects of the correctional function in criminal justice, including organization, process, procedure and clients incarcerated and on conditional release. (3/0)

**CRJ 244 Probation, Pardon and Parole 3 SHC**

This course is a study of the development, organization, operation and results of systems of probation and parole as substitutes for incarceration. The philosophy and methods of treatment of offenders and the operational problems and activities of the probation/parole officer are studied. (3/0)

**CRJ 246 Special Problems in Criminal Justice 3 SHC**

In this course, issues are examined within the criminal justice community/profession which are of special concern to students and practitioners because of such elements as timeliness, local concern, legalistics and/or other dynamic factors of such issues. (3/0)

**CRJ 250 Criminal Justice Internship I 3 SHC**

This course includes practical experience in a criminal justice or private security setting. (2/3)

**CRJ 251 Criminal Justice Internship II 3 SHC**

This course includes additional practical experience in a criminal justice or private security setting. (2/3)

**COOPERATIVE WORK EXPERIENCE (CWE)****CWE 101 Cooperative Work Experience Preparation 1 SHC**

This course includes preparation for cooperative work experience. (0/5)

**CWE 111 Cooperative Work Experience I 1 SHC**

This course includes cooperative work experience in an approved setting. (0/5)

**CWE 112 Cooperative Work Experience I 2 SHC**

This course includes cooperative work experience in an approved setting. (0/10)

**CWE 113 Cooperative Work Experience I 3 SHC**

This course includes cooperative work experience in an approved setting. (0/15)

**CWE 121 Cooperative Work Experience II 1 SHC**

This course includes cooperative work experience in an approved setting. (0/5)

**CWE 122 Cooperative Work Experience II 2 SHC**

This course includes cooperative work experience in an approved setting. (0/10)

**CWE 123 Cooperative Work Experience II 3 SHC**

This course includes cooperative work experience in an approved setting. (0/15)

**CWE 131 Cooperative Work Experience III 1 SHC**

This course includes cooperative work experience in an approved setting. (0/5)

**CWE 132 Cooperative Work Experience III 2 SHC**

This course includes cooperative work experience in an approved setting. (0/10)

**CWE 133 Cooperative Work Experience III 3 SHC**

This course includes cooperative work experience in an approved setting. (0/15)

**CWE 211 Cooperative Work Experience IV 1 SHC**

This course includes cooperative work experience in an approved setting. (0/5)

**CWE 212 Cooperative Work Experience IV 2 SHC**

This course includes cooperative work experience in an approved setting. (0/10)

**CWE 213 Cooperative Work Experience IV 3 SHC**

This course includes cooperative work experience in an approved setting. (0/15)

**CWE 221 Cooperative Work Experience V 1 SHC**

This course includes cooperative work experience in an approved setting. (0/5)

**CWE 222 Cooperative Work Experience V 2 SHC**

This course includes cooperative work experience in an approved setting. (0/10)

**CWE 223 Cooperative Work Experience V 3 SHC**

This course includes cooperative work experience in an approved setting. (0/15)

**CWE 231 Cooperative Work Experience VI 1 SHC**

This course includes cooperative work experience in an approved setting. (0/5)

**CWE 232 Cooperative Work Experience VI 2 SHC**

This course includes cooperative work experience in an approved setting. (0/10)

**CWE 233 Cooperative Work Experience VI 3 SHC**

This course includes cooperative work experience in an approved setting. (0/15)

**EARLY CHILDHOOD (ECD)****ECD 101 Introduction to Early Childhood 3 SHC**

This course is an overview of the history, theories and curriculum models of early education. Emphasis is on current trends/issues, with a review of state/national regulations. Characteristics of quality programs and professional teachers will be explored. (3/0)

**ECD 102 Growth and Development I 3 SHC**

This course presents an extensive study of philosophies and theories of growth and development of infants/toddlers. Focus is on "total" development of the child with emphasis on physical, social, emotional, cognitive and nutritional areas. Developmental tasks and appropriate activities will be explored. (3/0)

**ECD 105 Guidance - Classroom Management 3 SHC**

This course is an overview of developmentally appropriate and effective guidance and classroom management techniques for the teacher of young children. A positive proactive approach will be stressed. (3/0)

**ECD 107 Exceptional Children 3 SHC**

This course provides an overview of special needs children and their families. Emphasis will be placed on prevalence of disorders, treatment modalities, community resources serving exceptional children, the teacher's role in mainstreaming and early identification as well as federal legislation affecting all children. (3/0)

**ECD 108 Family and Community Relations 3 SHC**

This course is an overview of techniques and materials for promoting effective family/program partnerships to foster positive child development. Emphasis is on availability of community resources and on developing appropriate communication skills. (3/0)

**ECD 109 Administration and Supervision 3 SHC**

This course is a study of the role and responsibilities of an early childhood administrator. Special focus is on program monetary matters, space management, curriculum, health and food services and relations among the public, staff and parents. (3/0)

**ECD 131 Language Arts 3 SHC**

This course presents methods and materials in age-appropriate language experiences. It provides opportunities to develop listening, speaking, prereading/prewriting skills through planning, implementation and evaluation of media, methods, techniques and equipment. Methods of selection, evaluation and presentation of children's literature will be included. (3/0)

**ECD 132 Creative Experiences 3 SHC**

This course stresses the importance of creativity and independence in creative expression. A variety of age-appropriate media, methods, techniques and equipment will be utilized. Students will plan, implement and evaluate instructional activities. (3/0)

**ECD 133 Science and Math Concepts 3 SHC**

This course is an overview of pre-number and science concepts developmentally-appropriate for young children. Emphasis will be on the planning, implementation and evaluation of developmentally appropriate activities utilizing a variety of methods and materials. (3/0)

**ECD 135 Health, Safety and Nutrition 3 SHC**

This course reviews health/safety practices recommended for child care and provides information on common diseases and health problems. Certification preparation in pediatric safety, CPR and first aid is provided. Course includes guidelines and information on nutrition and developmentally-appropriate activities. (3/0)

**ECD 200 Curriculum Issues in Infant and Toddler Development 3 SHC**

This course is a study of infant and toddler care. Emphasis is on brain development and its implications for caring for infants and toddlers. Planning and teaching strategies as they relate to child development, curriculum and environment are included in the course. (3/0)

**ECD 203 Growth and Development II 3 SHC**

This course presents an in-depth understanding of preschool children growing and developing in today's world. Focus is on "total" development of the child with emphasis on physical, social, emotional, cognitive and nutritional development. Developmental tasks and appropriate activities will be explored. (3/0)

**ECD 237 Methods and Materials 3 SHC**

This course includes an overview of developmentally-appropriate methods and materials for planning, implementing and evaluating environments. Emphasis is on integrating divergent activities in each curriculum area. (3/0)

**ECD 243 Supervised Field Experience I 3 SHC**

This course includes emphasis on planning, implementing, and evaluating scheduled programs, age appropriate methods, materials, activities, and environments of early childhood principles and practices. (1/8)

**ECONOMICS (ECO)****ECO 100 Consumer Economics (Non-Degree Credit) 2 SHC**

This course is a study of consumer decision-making and personal money management. Topics may include budgeting, investing and solving problems encountered in the marketplace. Other topics include price determination and comparative economic systems. (2/0)

**ECO 101 Basic Economics 3 SHC**

This course is a study of comparative economic systems, forms of business organization, business operation and wage and price determination. (3/0)

**ECO 105 Introduction to Economic Principles 3 SHC**

This course is a study of basic micro/macro economic concepts, including economic problems and decisions. Topics include the free enterprise and other economic systems. (3/0)

**\*ECO 210 Macroeconomics 3 SHC**

This course includes the study of fundamental principles and policies of a modern economy to include markets and prices, national income accounting, cycles, employment theory and fiscal policy, banking and monetary controls and the government's role in economic decisions and growth. (3/0)

**\*ECO 211 Microeconomics 3 SHC**

This course includes the study of the behavior of households and firms including supply and demand, elasticity, price/input in different market structures, pricing of resources, regulations and comparative advantage and trade. (3/0)



## **INDUSTRIAL ELECTRONICS TECHNOLOGY (EEM)**

### **EEM 105 Basic Electricity 2 SHC**

This course is a survey of basic electrical principles, circuits and measurements. (1/3)

### **EEM 115 DC Circuits 4 SHC**

This course is a study of atomic theory related to electronics and circuit theory. It covers electrical parameters and units, Ohm's Law, Kirchoff's voltage and current laws, power and energy. It also includes inductance, capacitance and DC instruments. Circuits are constructed and tested. (2/6)

### **EEM 116 AC Circuits 4 SHC**

This course is a study of the characteristics of alternating current and voltage in resistors, capacitors and inductors. Series, parallel and complex circuits are covered. Circuits are constructed and tested. Prerequisite: EEM 115 (2/6)

### **EEM 117 AC/DC Circuits I 4 SHC**

This course is a study of direct and alternating theory, ohm's law, series, parallel and combination circuits. Circuits are constructed and tested. (4/0)

### **EEM 140 National Electrical Code 3 SHC**

This course is a study of the National Electrical Code and is based on the latest codes as published by the National Fire Protection Association (NFPA). Prerequisites: EEM 115, EEM 116 (3/0)

### **EEM 151 Motor Controls I 4 SHC**

This course is an introduction to motor controls, including a study of the various control devices and wiring used in industrial processes. Prerequisites: EEM 115, EEM 116 (3/3)

### **EEM 152 Motor Controls II 4 SHC**

This course is a continuation of the study of motor controls including additional techniques and control devices. Prerequisite: EEM 151 (3/3)

### **EEM 160 Industrial Instrumentation 3 SHC**

This course covers the basic principles of instrumentation, including a discussion of various instruments employed in industrial applications. Prerequisites: EEM 115, EEM 116, EEM 201 (2/3)

### **EEM 170 Electrical Installation 3 SHC**

This course covers electrical wiring techniques commonly used in commercial, industrial and residential wiring. (2/3)

### **EEM 201 Electronic Devices I 3 SHC**

This course is a study of the fundamental principles of common electronic devices and circuits. Emphasis is placed on solid-state principles and applications. Prerequisites: EEM 115, EEM 116 (2/3)

### **EEM 202 Electronic Devices II 3 SHC**

This course is a continuation of the study of electronic devices and circuits. Components and circuit configurations are analyzed to achieve a more comprehensive coverage of electronic devices and circuits. Prerequisite: EEM 201 (2/3)

### **EEM 215 DC/AC Machines 3 SHC**

This course is a study of applications, operations and construction of DC and AC machines. Prerequisite: EEM 115 (2/3)

### **EEM 231 Digital Circuits I 3 SHC**

This course is a study of the logic elements, mathematics, components and circuits utilized in digital equipment. Emphasis is placed on the function and operation of digital integrated circuit devices. Prerequisites: EEM 201, EEM 115, EEM 116 (2/3)

### **EEM 235 Power Systems 3 SHC**

This course is a study of the design, operation and installation of power distribution applications. Load analysis rate and power economics are covered. Prerequisites: EEM 115, EEM 116 (2/3)

### **EEM 241 Microprocessor I 3 SHC**

This course is an introduction to basic microprocessor concepts such as microprocessor structure, numbering systems, computer arithmetic, programming, architecture and basic interfacing techniques. Prerequisite: EEM 231 (2/3)

### **EEM 250 Programmable Logic Controllers 4 SHC**

This course is a study of programmable control systems with emphasis on basic programming techniques. Additional topics such as interfacing, data manipulation and report generation will be covered. (3/3)

**EEM 251 Programmable Controllers 3 SHC**

This course is an introduction to programmable control systems with emphasis on basic programming techniques. Input/output devices and their applications are covered. Prerequisites: EEM 151, EEM 152, EEM 231 (2/3)

**EEM 252 Programmable Controllers Applications 3 SHC**

This course covers the application of programmable controller theories and operation procedures. Topics such as interfacing data manipulation and report generation are covered. Programmable controller projects are constructed, operated and tested. (2/3)

**ELECTRONIC ENGINEERING TECHNOLOGY (EET)****EET 111 DC Circuits 4 SHC**

This course is a study of resistance, voltage, current, power and energy in series, parallel and series-parallel circuits using Ohm's Law, Kirchoff's Laws and circuit theorems. Circuits are analyzed using mathematics and verified using electrical instruments. (3/3)

**EET 112 AC Circuits 4 SHC**

This course is a study of capacitive and inductive reactance and impedance in series, parallel and series-parallel circuits. It includes power, power-factors, resonance and transformers. Circuits are analyzed using mathematics and verified using electrical instruments. Prerequisite: EET 111 (3/3)

**EET 113 Electrical Circuits I 4 SHC**

This course is a study of direct and alternating current, covering resistance and impedance in series, parallel and series-parallel circuits using Ohm's Law, Kirchoff's Laws and basic circuit theorems. Circuits are analyzed using mathematics and verified using electrical instruments. (3/3)

**EET 131 Active Devices 4 SHC**

This course is a study of semiconductor theory and principles, diodes and diode circuits, transistors, transistor circuits and other components. Circuits are modeled, constructed and tested. Prerequisite: EET 111 (3/3)

**EET 141 Electronic Circuits 4 SHC**

This course is a study of electronic circuits using discrete and integrated devices, including analysis, construction, testing and trouble-shooting. Prerequisites: EET 111, EET 112, EET 131 (3/3)

**EET 145 Digital Circuits 4 SHC**

This course is a study of number systems, basic logic gates, Boolean algebra, logic optimization, flip-flops, counters and registers. Circuits are modeled, constructed, and tested. Prerequisite: EET 111 (3/3)

**EET 231 Industrial Electronics 4 SHC**

This course is a survey of topics related to industrial application of electronic devices and circuits. The course covers switches, DC and AC motor control, sensors and transducers, open and closed loop control circuits, and sensor interfacing to computers. Circuits are constructed and tested. Prerequisites: EET 111, EET 112, EET 131 (3/3)

**EET 233 Control Systems 4 SHC**

This course is a study of open and closed loop control system operations, elements and applications. Various industrial model programmable logic controllers are used to simulate application to flexible manufacturing control systems. Prerequisite: EET 131 (3/3)

**EET 235 Programmable Controllers 3 SHC**

This course is a study of relay logic, ladder diagrams, theory of operation and applications. Loading ladder diagrams, debugging and troubleshooting techniques are applied to programmable controllers. Prerequisites: EET 111, EET 112, EET 145, EET 231 (2/3)

**EET 243 Data Communications 3 SHC**

This course is a study of the techniques for sending and receiving information. Topics include media characteristics, modulation and demodulation, signal conversions, multiplexing and demultiplexing, protocols, industrial standards, networks, and error detection and correction. Prerequisite: EET 145 (2/3)

**EET 251 Microprocessor Fundamentals 4 SHC**

This course is a study of binary numbers, microprocessor operation, architecture, instruction sets, interfacing with operating systems and applications in control, data acquisition and data reduction and analysis. Programs are written and tested. Prerequisite: EET 145 (3/3)

**EET 255 Advanced Microprocessors 3 SHC**

This course is a study of advanced microprocessors, controllers and hardware/software interfacing techniques for controlling external devices. Hardware is designed and constructed, and control programs are written and tested. Prerequisite: EET 251 (2/3)

**EET 272 Electronics Senior Seminar 1 SHC**  
This course includes various engineering topics, using field trips and discussions with practicing technical personnel. Proper use of test instruments is reinforced. (0/3)

**EET 273 Electronics Senior Project 1 SHC**  
This course includes the construction and testing of an instructor-approved project. (0/3)

### **ENGINEERING TECHNOLOGY (EGR)**

**EGR 101 Introduction to Engineering Technology 1 SHC**  
This course is an introduction to computers and reporting format. The course will introduce the student to the engineering profession. Subjects include the efficient use of pocket calculators, the metric system of measurement and solving and evaluating engineering problems with much emphasis on problem organization, consistent units and unit conversions. (1/0)

**EGR 104 Engineering Technology Foundations 3 SHC**  
This problem-based course introduces the student to fundamental concepts of electrical, mechanical, thermal, fluids, optical and material systems related to engineering technology. Workplace readiness skills such as laboratory safety, communications and teamwork are integrated into the course. (3/0)

**EGR 112 Engineering Programming 3 SHC**  
This course covers interactive computing and the basic concepts of programming. This course is designed to provide the student with the necessary skills and procedures to write computer programs to solve engineering related problems. The course is designed to emphasize hands-on applied instruction in programming techniques. (3/0)

**EGR 113 Visual and Graphic Programming 3 SHC**  
This course introduces the concepts of visual and graphical programming of digital computers. (2/3)

**EGR 120 Engineering Computer Applications 3 SHC**  
This course includes the utilization of applications software to solve engineering technology problems. Operating systems, word processing, database programs, and spreadsheets are studied and utilized in these applications. (3/0)

**EGR 170 Engineering Materials 3 SHC**  
This course is a study of the properties, material behaviors and applications of materials used in engineering structures and products. Prerequisites: EGR 175 and MAT 182 (3/0)

**EGR 175 Manufacturing Processes 3 SHC**  
This course includes the processes, alternatives and operations in the manufacturing environment. Metal working and forming processes include casting, forging, presswork, machining and turning. Joining processes include welding, brazing and soldering. Metallurgical principles of ferrous metals are briefly covered. Prerequisite: MAT 182 (3/0)

**EGR 181 Integrated Technology I 1 SHC**  
This problem-based course focuses on the introduction of workplace skills such as problem-solving, teamwork, computers and communications and on applications of mathematics and science competencies. Major emphasis is on electrical concepts and laboratory techniques. It will include other concepts such as thermal, fluids and optics. (0/3)

**EGR 182 Integrated Technology II 1 SHC**  
This problem-based course focuses on the development of workplace skills such as problem-solving, teamwork, computers and communications and on applications of mathematics and science competencies. Major emphasis is on mechanical concepts and laboratory techniques. It will include other concepts such as thermal, fluids and optics. Prerequisite: EGR 181 (0/3)

**EGR 183 Integrated Technology III 1 SHC**  
This problem-based course emphasizes material properties and laboratory techniques. It will include other concepts such as thermal, fluids, and optics. Computer and research skills are practiced. Technical presentation skills are utilized. Prerequisite: EGR 182 (0/3)

**EGR 194 Statics and Strength of Materials 4 SHC**  
This course covers external and internal forces in structures and/or machines, including conditions of equilibrium, systems of force, moments of inertia and friction. It also covers the stress/strain relationships in materials. Prerequisite: MAT 182 (3/3)

**EGR 226 Engineering Economics 3 SHC**  
This course is a study of basic engineering economics, including principles of equivalence, return on investment, evaluation of alternatives, the effects of taxes on economic analysis and replacement policies. (3/0)

### **ENGINEERING GRAPHICS TECHNOLOGY (EGT)**

**EGT 110 Engineering Graphics I 4 SHC**  
This is an introductory course in engineering graphics science which includes beginning drawing techniques and development of skills to produce basic technical drawings. (2/6)

**EGT 115 Engineering Graphics II 4 SHC**  
This course in engineering graphics science includes additional drawing techniques for industrial applications. Prerequisite: EGT 110 (2/6)

**EGT 125 Descriptive Geometry 2 SHC**  
This course is designed to aid in solving drafting problems associated with single or intersecting surfaces which are not necessarily placed in the principal planes in space. Prerequisite: EGT 110 (2/0)

**EGT 151 Introduction to CAD 3 SHC**  
This course covers the operation of a computer aided drafting system. The course includes interaction with a CAD station to produce technical drawings. (2/3)

**EGT 155 Intermediate CAD 2 SHC**  
This course covers advanced computer aided drafting skills, including such topics as polylines, attributes, edlin, creating isometrics and script files and introduction to 3D. Prerequisite: EGT 151 (1/3)

**EGT 215 Mechanical Drawing Applications 4 SHC**  
This advanced drawing course covers industrial applications. This course will consist of a CAD graphic design project in a selected area of study. The student will be responsible for the complete project development, necessary calculations, presentation and written report, and graphical design drawings. This may be accomplished through an intern program at a local company. Prerequisites: EGT 115 and EGT 151 (2/6)

**EGT 225 Architectural Drawing Applications 4 SHC**  
This is an advanced drawing course for architectural applications. The course will consist of a graphic design project in a selected area of study. The student will be responsible for the complete project development, necessary calculations and graphic design drawings. Prerequisite: EGT 151 (2/6)

**EGT 251 Principles of CAD 3 SHC**  
This course includes the additional use of CAD software for production of technical drawings and related documentation, including: precision input, line construction tools, element manipulation tools, element symbology, complex elements, reference files and detailing tools such as dimensioning and patterning. Prerequisite: EGT 151 (2/3)

**EGT 252 Advanced CAD 3 SHC**  
This course covers advanced concepts of CAD software and applications. This course will include advanced CAD principles such as 3D CAD techniques, including solids modeling, wire frame assemblies and working drawings. Prerequisite: EGT 151 (2/3)

### **ELECTRONICS INSTRUMENTATION TECHNOLOGY (EIT)**

**EIT 211 Introduction to Electronic Instrumentation I 5 SHC**  
This course is a study of single loop process control, including the fundamentals of temperature, flow, pressure, level, and analytical measurements and their applications in industrial process systems. Calibration and maintenance of electronic and pneumatic instruments are stressed. (4/3)

**EIT 225 Electronic Instrumentation Troubleshooting 2 SHC**  
This course is a study of the systematic techniques for troubleshooting pneumatic and electronic instruments using various test equipment. (0/6)

**EIT 244 Computers and PLC's in Instrumentation 3 SHC**  
This course covers interfacing pneumatic and electronic process control instrumentation with computers and programmable logic controllers by using various transducers. Programming and installation are stressed. (2/3)



## **EMERGENCY MEDICAL TECHNOLOGY (EMS)**

### **EMS 110 Basic Emergency Medical Care 5 SHC**

This is an introductory course to the health care system and the function, role and responsibility of emergency medical providers within the system. Emphasis is placed on legal and ethical practices and stress management. A team approach is emphasized in the study of the initial assessment and management of illness and injury. (5/0)

### **EMS 111 Intermediate Emergency Care 5 SHC**

This course is a study of the concepts and skills related to general patient assessment, initial management of life threatening emergencies, airway management, pulmonary ventilation and oxygen administration, the pathophysiology of shock and treatment modalities for the shock syndrome and pharmacological actions of groups of drugs and fluids. Emphasis is placed on administration of medication and fluid therapy, basic vehicle extrication and rescue. (5/0)

### **EMS 120 Pharmacology 3 SHC**

This course is a study of concepts related to the pharmacological actions of groups of drugs and includes the development of skills related to the administration of medications and intravenous therapy. Physiology of systems affected drug action is also included in the course. (3/0)

### **EMS 209 SCWE in Advanced EMS 2 SHC**

This course will give field experience and hands-on training in applying theory to practice in situations of crisis encountered by the emergency medical technician. (0/8)

### **EMS 210 Advanced Emergency Care I 5 SHC**

This course is a study of concepts related to EMS communications, trauma, obstetric/gynecological emergencies, neonatal transport, psychiatric emergencies, central nervous system, GI/GU systems, anaphylaxis, toxicologic emergencies, drug abuse, infectious diseases, geriatric and pediatric patients and environmentally related emergencies. (5/0)

### **EMS 211 Advanced Clinical Experience I 3 SHC**

This course includes hospital clinical experiences in obstetrics (labor/delivery), pediatrics and emergency/trauma settings. (0/9)

### **EMS 212 EMS Field Internship 2 SHC**

This course includes experiences with advanced life support emergency medical services. (0/6)

### **EMS 213 Advanced Emergency Medical Care II 4 SHC**

This course is a study of the concepts and skills related to care of specific medical problems. Emphasis is placed on the pathophysiology and treatment modalities related to the respiratory system, cardiovascular system and the endocrine system. Concepts related to the classification, therapeutic actions and side effects of common chemotherapeutic agents are emphasized. (3/3)

### **EMS 214 Advanced Clinical Experience II 3 SHC**

This course includes hospital clinical experiences in coronary care and emergency and trauma settings. (0/9)

### **EMS 216 Principles of Rescue 4 SHC**

This course covers concepts and skills related to the access, stabilization, packaging and removal of patients trapped in wrecked vehicles, endangered by hazardous materials, trapped by structural members and endangered due to location. Focus is on vehicle rescue, water rescue, remote slope rescue, rescue from hazardous situations and rescue from mass casualty situations. (3/3)

### **EMS 217 Introduction to Electrocardiography 2 SHC**

This course covers the basic principles of recognizing and interpreting EKG tracings. Laboratory emphasis is placed on the operation of electrocardiographic equipment. (2/0)

### **EMS 219 Advanced EMS Field Internship II 2 SHC**

This course builds in the knowledge and skills of advanced emergency medical practice in the prehospital environment. Focus is on situations involving complex patient problems including trauma, surgical and medical emergencies and the treatment modalities. (0/6)

## **ENGLISH (ENG)**

### **ENG 010-099 Developmental English (Non-Degree Credit) 1 to 9 SHC**

This course is intended for students who need assistance in basic writing. Based on assessment of student needs, instruction will include writing short compositions in which students demonstrate control of mechanics, word usage and sentence structure. An additional hour of computer assisted instruction may be required. (1 - 9/1 -9)

**ENG 100 Introduction to Composition (Non-Degree Credit) 3 SHC**

This course is a study of basic writing and different modes of composition and may include a review of usage. Prerequisite: ENG 041 or equivalent writing skills (3/0)

**\*ENG 101 English Composition I 3 SHC**

This college transfer course is a study of composition with appropriate literary selections and frequent theme assignments to reinforce effective writing; a review of standard usage and the basic techniques of research are also presented. Prerequisite: ENG 100 or equivalent writing skills (3/0)

**\*ENG 102 English Composition II 3 SHC**

This college transfer course presents the development of writing skills through logical organization, effective style, literary analysis and research. An introduction to literary genre is also included. Prerequisite: ENG 101 (3/0)

**ENG 104 Communications Foundations 3 SHC**

This course focuses on gathering, organizing and presenting written, oral and visual information. Team-building skills are encouraged through collaborative learning environments. Technical communication skills are emphasized. Prerequisites: ENG 041 or equivalent writing skills (3/0)

**ENG 106 Fundamentals of Communication 3 SHC**

This course is a study of technical communication focusing on gathering, organizing and presenting specific reading, writing, listening and speaking techniques in a team-building, collaborative learning environment. Students must be concurrently enrolled in MAT 106 and IMT 106. (3/0)

**ENG 160 Technical Communications 3 SHC**

This course is a study of various technical communications such as definitions, processes, instructions, descriptions and technical reports. A review of usage, mechanics and sentence structure is included. Prerequisite: ENG 041 or equivalent writing skills (3/0)

**ENG 165 Professional Communications 3 SHC**

This course develops practical, written and oral professional communications skills. Prerequisite: ENG 160 or required test scores (3/0)

**ENG 175 Proofreading and Editing 3 SHC**

This course presents intensive application of advanced proofreading and editing skills, including usage and punctuation. Prerequisite: ENG 100 or appropriate scores (3/0)

**ENG 181 Integrated Communications I 3 SHC**

This problem-based course integrates communication skills with mathematics, science and technology in a collaborative, teaming environment. Writing, speaking and presenting skills are learned through gathering, organizing and presenting information. Prerequisite: ENG 041, ENG 100. (3/0)

**ENG 182 Integrated Communications II 3 SHC**

This problem-based course reinforces written and oral communication skills. Students learn to gather, organize and present information in a collaborative, technical workplace environment. Prerequisite: ENG 181 (3/0)

**\*ENG 201 American Literature I 3 SHC**

This course is a study of American literature from the colonial period to the Civil War. Prerequisite: ENG 102 (3/0)

**\*ENG 202 American Literature II 3 SHC**

This course is a study of American literature from the Civil War to the present. Prerequisite: ENG 102 (3/0)

**\*ENG 203 American Literature Survey 3 SHC**

This course is a survey of American literature: major authors, genres and periods. Prerequisite: ENG 102 (3/0)

**\*ENG 205 English Literature I 3 SHC**

This college transfer course is a study of English literature from the Old English Period to the Romantic Period with emphasis on major writers and periods. Prerequisite: ENG 102 (3/0)

**\*ENG 206 English Literature II 3 SHC**

This college transfer course is a study of English literature from the Romantic Period to the present with emphasis on major writers and periods. Prerequisite: ENG 102 (3/0)

**\*ENG 208 World Literature I 3 SHC**

This course is a study of masterpieces of world literature in translation from the ancient world to the sixteenth century. Prerequisite: ENG 102 (3/0)

**\*ENG 209 World Literature II 3 SHC**

This course is a study of masterpieces of world literature in translation from the seventeenth century to the present. Prerequisite: ENG 102 (3/0)

**\*ENG 214 Fiction 3 SHC**

This course is a study of fiction from several cultures. Emphasis is on the nature of the genre and appropriate reading strategies. Prerequisite: ENG 102 (3/0)

**\*ENG 218 Drama 3 SHC**

This course is a study of drama from several cultures. Emphasis is on the nature of the genre and appropriate reading strategies. Prerequisite: ENG 102 (3/0)

**\*ENG 222 Poetry 3 SHC**

This course is a study of poetry from several cultures. Emphasis is on the nature of the genre and appropriate reading strategies. Prerequisite: ENG 102 (3/0)

**\*ENG 230 Women in Literature 3 SHC**

This course is a critical study of women's writings examined from historical, social and psychological points of view. Prerequisite: ENG 102 (3/0)

**ENG 235 Southern Literature 3 SHC**

This course is a study of the South's intellectual and literary contributions to national and world literature. Prerequisite: ENG 102 (3/0)

**\*ENG 260 Advanced Technical Communications 3 SHC**

This course develops skills in research techniques and increases proficiency in technical communications. Prerequisite: ENG 165 (3/0)

**ESL 001-099 English As a Second Language 00.0 SHC**

English as a second language is intended for non-native English speaking students who need assistance in developing and improving listening and speaking skills, written communication skills and basic English grammar.

**FRENCH (FRE)**

**\*FRE 101 Elementary French I 4 SHC**

This course is a study of the four basic language skills: listening, speaking, reading, and writing, including an introduction to French culture. (3/3)

**\*FRE 102 Elementary French II 4 SHC**

This course continues the development of basic language skills and includes a study of French culture. Prerequisite: FRE 101 (3/3)

**FUNERAL SERVICES (FSE)**

**FSE 101 Introduction to Funeral Services 3 SHC**

This course emphasizes the history, principles and practices of funeral services, with attention to the fundamental skills, knowledge, ethics, aptitudes and obligations of a funeral service professional in the United States. (3/0)

**FSE 110 Funeral Services Management and Merchandising 3 SHC**

This course stresses application of management principles to the funeral profession. The second portion of the course covers merchandising principles and their direct application to funeral service operations. Product knowledge, pricing, presentation and merchandise control are stressed in the course. (3/0)

**FSE 115 Funeral Services Directing 3 SHC**

This course emphasizes the funeral services procedures, practices and customs of various religions and groups in the United States, as well as the techniques and considerations needed in conducting such services. (3/0)

**FSE 120 Funeral Counseling 3 SHC**

This course emphasizes the principles and practices of funeral services counseling, including the personality and role of the counselor, counseling techniques and special considerations. (3/0)

**FSE 130 Business and Mortuary Law 3 SHC**

The business law portion of this course surveys law and the judicial system as these relate to the operation of a business. Topics covered in the course include contracts, sales, negotiable instruments, business organizations and bailments. The mortuary law section focuses on those statutes and regulations pertinent to funeral directors and morticians. (3/0)

**FSE 131 Funeral Service Ethics 1 SHC**

The course will focus on the development of a sense of morality within the funeral service student, which will guide his/her decisions, actions and relationships as a professional. (1/0)

**FSE 140 Restorative Arts 4 SHC**

This course emphasizes restorative arts as applied to funeral services, including anatomical modeling, expression and familiarization with tools, legal aspects, materials and techniques. Prerequisite: BIO 112 (3/3)

**FSE 150 Embalming I 4 SHC**

This course emphasizes the procedures, requirements, equipment and materials involved in the embalming process. Prerequisites: BIO 112, BIO 115 and BIO 230 (3/3)

**FSE 155 Embalming Practicum I 3 SHC**

This course emphasizes actual preparation of human remains under the tutelage and supervision of a licensed embalmer. Prerequisite: FSE 150 (1/6)

**FSE 165 Sociology of Funeral Service 3 SHC**

This course studies those social phenomena that affect all elements of funeral service. The course includes family structure, social structures and other factors which relate to funeralization. (3/0)

**FSE 170 Embalming Chemistry 4 SHC**

This course emphasizes the fundamentals of organic chemistry and biochemistry as related to the funeral services profession, including chemical changes in the human body during life, after life and during chemical preservation. (3/3)

**FSE 250 Funeral Service Projects 1 SHC**

This course provides an overview of funeral service practices and procedures. Upon completion, students will be prepared to meet all state and national licensure requirements. (1/0)

**GERMAN (GER)****\*GER 101 Elementary German I 4 SHC**

This course is a study of the four basic language skills: listening, speaking, reading and writing. The course will include an introduction to German culture. (3/3)

**\*GER 102 Elementary German II 4 SHC**

This course continues the development of the four basic language skills and the study of German culture. (3/3)

**HISTORY (HIS)****\*HIS 101 Western Civilization to 1689 3 SHC**

This course is a survey of Western Civilization from Ancient times to 1689, including the major political, social, economic and intellectual factors shaping Western cultural tradition. (3/0)

**\*HIS 102 Western Civilization Post 1689 3 SHC**

This course is a survey of Western Civilization from 1689 to the present, including major political, social, economic and intellectual factors that shape the modern Western world. (3/0)

**HIS 115 African-American History 3 SHC**

This course is a study of the history of African-Americans, including African heritage, American history and significant contributions by individuals or groups. (3/0)

**\*HIS 201 American History: Discovery to 1877 3 SHC**

This course is a survey of U.S. history from discovery to 1877. This course includes political, social, economic and intellectual developments during this period. (3/0)

**\*HIS 202 American History: 1877 to Present 3 SHC**

This course is a survey of U.S. history from 1877 to the present. This course includes political, social, economic and intellectual developments during this period. (3/0)

**HIS 240 Introduction to European Culture 3 SHC**

This course will introduce students to European culture and the experience of foreign travel. (3/0)

**HORTICULTURE (HRT)****HRT 101 Introduction to Horticulture 3 SHC**

This course covers the basic principles of horticulture as it relates to various aspects of commercial production. (3/0)

**HRT 104 Landscape Design and Implementation 3 SHC**

This course is a study of landscape design and drafting as well as landscape installation techniques. (2/3)



**HRT 105 Landscape Plant Materials 4 SHC**

This course is a study of plant materials that are used in the southeastern landscaping and nursery trade. Identification of plants by common and scientific nomenclature, characteristics, culture and use are included. (3/3)

**HRT 125 Soils 4 SHC**

This course is a study of soils and plant nutrition. Emphasis is on physical and chemical properties, water, organic matter and life of soils. Materials and methods for supplying nutrients to horticulture plants are also included. (3/3)

**HRT 127 Soil and Water Management 4 SHC**

This course is a practical study of soil management with emphasis on fertilization, irrigation and drainage practices. (3/3)

**HRT 141 Horticulture Pest Control 4 SHC**

This course includes a study of the identification and control of insects, diseases and weeds that are pests of horticulture plants. Students will also prepare for the pesticide application license exam. (3/3)

**HRT 154 Grounds Maintenance 3 SHC**

This course covers cost estimation of a landscape design and its maintenance, preparation of contracts and development and implementation of maintenance schedules. (3/0)

**HRT 171 Landscape Business Techniques 3 SHC**

This course explores ownership and operation of a landscape business. Topics include basic business procedures, finance, employee benefits and license requirements with emphasis placed on business start-up procedures. (3/0)

**HRT 223 Irrigation 4 SHC**

This course includes the study and application of the design principles and materials used in horticultural irrigation. (3/3)

**HRT 230 Greenhouse Technology 4 SHC**

This course is the study of commercial greenhouse production techniques and facility management. (3/3)

**HRT 241 Turf Management 3 SHC**

This course is a study of the identification, use, culture and maintenance of turf grasses. Emphasis is on the installation and management of turf in residential, commercial and public areas. (3/0)

**HRT 260 Horticulture Power Equipment 4 SHC**

This course is a practical study of horticulture power equipment covering principles of operation, maintenance, troubleshooting and repair. (3/3)

**HUMANITIES (HSS)****HSS 205 Technology and Society 3 SHC**

This course is an investigation of the impact of the 20th century technological changes in America on the individual, society and the physical environments. (3/0)

**HUMAN SERVICES (HUS)****HUS 101 Introduction to Human Services 3 SHC**

This course covers an overview of the field of human services. Role responsibilities, problems, boundaries and strategies of human services workers are included. (3/0)

**HUS 134 Activity Therapy 3 SHC**

This course is a study of activity programs for human services settings. Actual activity projects for various settings are developed by students. (3/0)

**HUS 150 Supervised Field Placement I 3 SHC**

This course includes work experience assignments in selected human services agencies. Prerequisite: Must be a second-year Human Services student. (1/10)

**HUS 151 Supervised Field Placement II 3 SHC**

This course includes work assignments in selected human services agencies. Prerequisite: HUS 150; must be a second-year Human Services student. (1/10)

**HUS 152 Supervised Field Placement III 3 SHC**

This course includes work assignments in selected human services agencies. Prerequisite: HUS 150 and HUS 151; must be a second-year Human Services student. (1/10)

**HUS 204 Introduction to Social Work 3 SHC**

This course includes a general introduction to social work, including history, philosophy, organization, methods and settings with emphasis on rehabilitation and other community services. (3/0)

**HUS 208 Alcohol and Drug Abuse 3 SHC**

This course is a study of the etiology of alcohol and drug abuse, various types of addictive substances, physical, mental and social implications, programs in rehabilitation and preventive education. (3/0)

**HUS 209 Case Management 3 SHC**

This course covers accepted methods and strategies for effectively assessing client needs, accessing necessary provider agencies, and monitoring and properly documenting service delivery and client welfare. Prerequisite: HUS 101 (3/0)

**HUS 260 Human Services Special Topics 3 SHC**

This course is a study of special topics of interest to particular populations and locations. (3/0)

**INTERDISCIPLINARY (IDS)****IDS 101 Human Thought and Learning 3 SHC**

This course explores the principles, methods and applications of human thought and learning, including attention, information processing, problem-solving, hypothesis testing, memory, argumentation, learning theory and cognitive awareness. (3/0)

**IDS 102 Personal and Career Assessment 3 SHC**

This course covers an in-depth examination of personal needs, wants, values, strengths, abilities and interests of an individual. Multiple inventories and evaluation strategies allow the student to apply individual data to a personal career choice. This choice will be explored through job shadowing activities and students will learn resume writing, interviewing techniques and job search strategies. (3/0)

**IDS 151 The 21st Century Workplace 1 SHC**

This course examines the fundamental changes that are occurring in the modern American workplace: international competition, technological change, the quality movement, standardization, customization, and similar forces. It examines these dynamics in particular reference to their effect on interpersonal relations, teamwork and leadership. (1/0)

**IDS 152 Systems Thinking in the Workplace 1 SHC**

This course investigates the nature and impact of thinking in terms of interdependent systems in the modern American workplace. Included are comparisons of symptom versus cause-oriented problem solving, interdependence, systems concepts, and systems tools such as Pareto charts, Ishikawa diagrams, and backwards chaining. Prerequisite: IDS 151 (1/0)

**IDS 153 The Modern American Work Ethic 1 SHC**

This course explores the impact of individual attitudes, habits and skills on performance in the modern American workplace. Included are such topics as adaptability to change, dependability, honesty, responsibility, motivation, stress, time management and goal-setting. Prerequisite: IDS 151 (1/0)

**IDS 154 Negotiating the Workplace 1 SHC**

This course examines the conceptual framework, knowledge and specific skills needed to enter and thrive in the modern American workplace. Topics include: employer expectations and requirements; job information; resume preparation and interviewing skills. (1/0)

**IDS 155 Customer Service 1 SHC**

This course covers the basic principles and practices associated with effective customer relations in the modern workplace. (1/0)

**IDS 201 Leadership Development 3 SHC**

This course focuses on the development of leadership, including philosophy, morals/ethics and individual abilities/style. It is designed to increase students' understanding of themselves and the theories and techniques of leadership and group processes by integrating theoretical concepts with the reality of application in a group setting. (3/0)

**IDS 205 Professional Effectiveness Principles 3 SHC**

This course examines the research-based principles and practices associated with professional effectiveness in the workplace, including such topics as problem-solving, systems thinking, interpersonal relations, quality, affective behavior, communications, ethics, self-management, learning, teamwork and leadership. (3/0)

## **INDUSTRIAL ENGINEERING TECHNOLOGY (IET)**

### **IET 121 Methods Analysis 2 SHC**

This course includes the application of the questioning attitude in search for better manufacturing methods and job procedures. History and development of industrial engineering, motion economy, scientific methodologies, systems of job improvement, process analysis, methods improvements and ergonomics are included. (2/0)

### **IET 131 Motion and Time Study 3 SHC**

This course covers the techniques of motion stop watch time study and work sampling. The study of the principles of motion economy is included with the necessary mathematics for work measurement. (3/0)

### **IET 211 Production Planning and Control 3 SHC**

This course is a study of the nature of production and inventory planning, scheduling and control under various types of manufacturing systems. It includes forecasting, linear programming, network techniques, MRP, scheduling and economic lot sizing. (3/0)

### **IET 213 MTM and Work Measurements 3 SHC**

This course introduces the MTM techniques for work measurement. It includes the recognition of the MTM elements with practical applications. (3/0)

### **IET 222 Plant Layout and Material Handling 3 SHC**

This course surveys the planning and analysis required in the preparation of plant layout and material handling elements. A complete plant layout document is prepared. (3/0)

### **IET 223 Industrial Safety 3 SHC**

This course involves safety fundamentals and their relationships to accident prevention. The importance of safe behavior through careful training of both employees and supervisors is stressed. A survey of the occupational safety and health act (OSHA) is included. (3/0)

### **IET 229 Statistical Quality Control 3 SHC**

This course includes statistical sampling plans, the nature of variation in industrial processes and the methods of statistically analyzing their variation. Quality assurance functions, variable sampling, control charts for variables and attributes are also covered in this course. (3/0)

## **IET 234 Industrial Engineering Technology Applications 1 SHC**

This course includes actual or simulated work studies that must reflect and include industrial engineering technology principles already studied. (1/0)

## **INDUSTRIAL MANAGEMENT TECHNOLOGY (IMG)**

### **IMG 263 Product Cost Analysis 3 SHC**

This course is a study of actual and standard cost principles of manufactured products, including material labor, overhead, inventory and cost reporting. (3/0)

## **INDUSTRIAL MECHANICS TECHNOLOGY (IMT)**

### **IMT 106 Fundamentals of Industrial Technology 3 SHC**

This course is a study of basic industrial topics, including teamwork, blueprint reading and problem solving in an integrated format. Students must be concurrently enrolled in MAT 106 and ENG 106. (3/0)

### **IMT 112 Hand Tool Operations 3 SHC**

This course covers the use of hand tools and their applications in industrial and service areas. (3/0)

### **IMT 120 Mechanical Installations 5 SHC**

This course covers techniques of assembling, rigging, installation and/or maintenance of mechanical equipment. (4/3)

### **IMT 131 Hydraulics and Pneumatics 4 SHC**

This course covers the basic technology and principles of hydraulics and pneumatics. (3/3)

### **IMT 161 Mechanical Power Applications 4 SHC**

This course covers mechanical transmission devices, including procedures for installation, removal and maintenance. (3/3)

## **INSURANCE (INS)**

### **INS 101 Property and Casualty Insurance 3 SHC**

This course introduces the student to the foundations of property and casualty insurance, the purpose, coverages and typical policy construction. (3/0)

### **INS 102 Personal Insurance 3 SHC**

This course covers the various types of personal insurance coverages available. (3/0)

**INS 103 Commercial Insurance 3 SHC**  
This course covers the structure and purpose of common commercial insurance policies. (3/0)

**INS 104 Insurance Agency Operations and Sales Management 3 SHC**  
This course is designed to orient the prospective agency employee to the insurance agency environment. The methods of operation and sales management techniques are also covered. (3/0)

### **INTEGRATED SYSTEMS TECHNOLOGY (IST)**

**IST 104 Introduction to the Internet 1 SHC**  
This course is an introduction to the Internet and the World Wide Web. Includes FTP, TELNET, Archie, Gopher and E-mail functions. (1/0)

**IST 201 Cisco Internetworking Concepts 3 SHC**  
This course is a study of current and emerging computer networking technology. Topics covered include safety, networking, network terminology and protocols, network standards, LANS, WANS, OSI models, cabling, cabling tools, CISCO routers, router programming, star topology, IP addressing, and network standards. (3/0)

**IST 202 Cisco Router Configuration 3 SHC**  
This course is a study of LANS, WANS, OSI models, Ethernet, token ring, fiber distributed data interface tcp/ip addressing protocol, dynamic routing, routing, and the network administrator's role and function. (3/0)

**IST 203 Advanced Cisco Router Configuration 3 SHC**  
This course is a study of configuring Cisco routers. (3/0)

**IST 204 Cisco Troubleshooting 3 SHC**  
This course is a study of troubleshooting network problems. (3/0)

**IST 220 Data Communications 3 SHC**  
This course introduces the fundamentals of data communications. Basic signaling, networking and various transmission media are covered. (3/0)

**IST 225 Internet Communication 3 SHC**  
This course covers introductory topics and techniques associated with the Internet and Internet communications. Techniques on how to use and access various types of information as well as how to find resources and navigate the Internet are included. (3/0)

**IST 226 Internet Programming 3 SHC**  
This course covers designing Internet pages and applications for personal or business use; writing the required program code in languages such as HTML, JAVA and VRML; testing and debugging programs; uploading and maintaining Internet pages and applications. (3/0)

**IST 241 Network Architecture I 3 SHC**  
This course is a study of how the computer architecture relates to the interconnecting of the various network components, the environment in which the application processes execute and the overall plan defining services to be provided in a distributed environment. Co-requisite: IST 251 (3/0)

**IST 251 LAN Networking Technologies 3 SHC**  
This course provides software-specific concepts of local area network (LAN) communications, networking and connectivity. Co-requisite: IST 241 (3/0)

**IST 252 LAN System Manager 3 SHC**  
This course covers the fundamental skills needed to effectively manage a local area network from introductory to advanced. Prerequisite: IST 241, IST 251; Co-requisite: IST 253 (3/0)

**IST 253 LAN Service and Support 3 SHC**  
This course focuses on installing, maintaining and troubleshooting local area networks in a lab environment. Prerequisite: IST 241, IST 251; Co-requisite: IST 252 (3/0)

**IST 281 Presentation Graphics 3 SHC**  
This course covers state-of-the-art presentation graphics software packages. (3/0)

### **AMERICAN SIGN LANGUAGE (ITP)**

**ITP 102 American Sign Language I 4 SHC**  
This course is designed to expose students to visual readiness and basic vocabulary grammar features and non-manual behaviors all focusing on receptive language skill development. (3/3)



**ITP 103 American Sign Language II 4 SHC**

This course is a continuation of American Sign Language I, designed to expose students to additional vocabulary, grammar features and non-manual behaviors all focusing on conversational skills. (3/3)

**MATHEMATICS (MAT)**

*Students should see the Math Placement Guide located on the Mathematic Department's Web page before enrolling in mathematics courses. It is recommended that students enroll in the sequence of mathematics courses required for their program of study based upon the mathematics courses they completed in high school, their math placement scores, and their academic advisors' recommendations.*

**MAT 010-099 Developmental Mathematics  
(Non-Degree Credit) 1 to 9 SHC**

Developmental mathematics is intended for students who need assistance in arithmetic skills. Based on assessment of student needs, instruction includes performing the four arithmetic operations with whole numbers, fractions, decimals, percents; an introduction to measurement; and algebraic and geometric concepts. Word problem skills are emphasized. An additional hour of computer-assisted instruction may be required. (1 - 9/1 - 9)

**MAT 100 Introductory College Math  
(Non-Degree Credit) 5 SHC**

This course includes the following topics: mathematical methods, techniques, ways of thinking and problem solving, all in an algebraic context. Prerequisite: MAT 041 or equivalent (5/0)

**MAT 101 Beginning Algebra 3 SHC**

This course includes the following topics: operations with signed numbers; addition, subtraction, multiplication and division with algebraic expressions; factoring; techniques for solving linear and fractional equations; and an introduction to graphing. Prerequisite: MAT 041 or equivalent (3/0)

**MAT 102 Intermediate Algebra 3 SHC**

This course includes the following topics: properties of numbers; fundamental operations with algebraic expressions; polynomials; systems of equations; ratio and proportion; factoring; functions; graphs; solutions of linear inequalities; and linear and quadratic equations. Prerequisite: MAT 100 or equivalent (3/0)

**MAT 104 Mathematical Foundations 3 SHC**

This course includes the study of numeration, measurement (US customary and SI), basic algebra, geometry, statistics and trigonometry. Applications of science and technology are integrated in a problem-based learning environment. Technology, communications, teamwork and other workplace readiness skills are emphasized. Prerequisite: MAT 041 or equivalent. (3/0)

**MAT 106 Fundamentals of Mathematics 3 SHC**

This course is a study of basic numeration, calculator usage, measurement, basic algebra and geometry, right triangle trigonometry and basic statistics. Emphasis will be on problem solving, with elements of teamwork, communications, industry technology and workplace readiness being presented in an integrated format. Students must be concurrently enrolled in ENG 106 and IMT 106. Prerequisite: MAT 041 or equivalent. (3/0)

**\*MAT 110 College Algebra 3 SHC**

This course includes the following topics: polynomials, rational, logarithmic and exponential functions; inequalities, systems of equations and inequalities, matrices, determinants, simple linear programming, solutions of higher degree polynomials; combinatorial algebra, including the binomial theorem and introduction to probability. Prerequisite: MAT 102 or equivalent. (3/0)

**\*MAT 111 College Trigonometry 3 SHC**

This course includes the following topics: circular functions, trigonometric identities, solution of right and oblique triangles, solution of trigonometric equations, polar coordinates; complex numbers including Demoivre's theorem, vectors, conic sections, sequences and series. Prerequisite: MAT 110 (3/0)

**\*MAT 120 Probability and Statistics 3 SHC**

This course includes the following topics: introductory probability and statistics including organization of data, sample space concepts, random variables, counting problems, binomial and normal distribution, central limit theorem, confidence intervals and test hypotheses for large and small samples, types I and II errors, linear regression and correlation. Prerequisite: MAT 101 or equivalent. (3/0)

**\*MAT 122 Finite College Mathematics 3 SHC**

This course includes the following topics: logic, sets, Venn diagrams, counting problems, probability, matrices, systems of equations, linear programming including the simplex method and applications, graphs and networks. Prerequisite: MAT 102 or equivalent. (3/0)

**MAT 123 Contemporary College Mathematics 3 SHC**

This course provides an appreciation and understanding of the mathematics underlying several topics in contemporary society. Topics may include voting methods, apportionment problems, Euler and Hamilton circuits, population growth and fractals. Prerequisite: MAT 101 or equivalent. (3/0)

**\*MAT 130 Elementary Calculus 3 SHC**

This course includes the following topics: differentiation and integration of polynomials; rational, logarithmic and exponential functions; and interpretation and application of these processes. Prerequisite: MAT 110 or equivalent. (3/0)

**\*MAT 140 Analytical Geometry and Calculus I 4 SHC**

This course includes the following topics: derivative and integrals of polynomials, rational, logarithmic, exponential, trigonometric and inverse trigonometric functions; curve sketching; maxima and minima of functions; related rates; work; and analytic geometry. Prerequisites: MAT 111 or equivalent. (4/0)

**\*MAT 141 Analytical Geometry and Calculus II 4 SHC**

This course includes the following topics: continuation of calculus of one variable to include analytic geometry; techniques of integration; volumes by integration and other applications; infinite series including Taylor series; and improper integrals. Prerequisite: MAT 140 (4/0)

**MAT 155 Contemporary Mathematics 3 SHC**

This course includes techniques and applications of the following topics: elementary number theory, algebra, geometry, measurement, graph sketching and interpretations and descriptive statistics. Prerequisite: MAT 100 or equivalent. (3/0)

**MAT 160 Math for Business and Finance 3 SHC**

This course includes the following topics: commissions, mark-on, depreciation, interest on unpaid balances, compound interest, payroll, taxes and graphs. Prerequisite: MAT 041 or equivalent (3/0)

**MAT 170 Algebra, Geometry and Trigonometry I 3 SHC**

This course includes the following topics: algebra, geometry, trigonometry and advanced applications. Prerequisite: MAT 041 or equivalent. (3/0)

**MAT 171 Algebra, Geometry and Trigonometry II 3 SHC**

This course includes the following topics: algebra, geometry, trigonometry and advanced applications. Prerequisites: MAT 170 or equivalent. (3/0)

**MAT 181 Integrated Mathematics I 3 SHC**

This problem-based course focuses on basic laws of algebra, linear and quadratic equations, introduction to trigonometry, and concepts of functions and graphs. Concepts and skills in mathematics are integrated with electrical topics in a problem-based learning environment. Science, communications, and technology are integrated with mathematics throughout the course. Prerequisite: MAT 104 or equivalent. (3/0)

**MAT 182 Integrated Mathematics II 3 SHC**

This problem-based course reinforces the basic laws of algebra, linear and quadratic equations, trigonometry, functions and graphs. Mathematical concepts and skills are integrated with mechanical topics in a problem-based learning environment. Science, communications and technology are integrated with mathematics throughout the course. Prerequisite: MAT 181 (3/0)

**MAT 183 Integrated Mathematics III 3 SHC**

This problem-based course extends the study of algebra, trigonometry, functions, vectors, and basic calculus concepts. Mathematical concepts are integrated with topics in material properties of matter in a problem-based learning environment. Science, communications, and technology are integrated with mathematics throughout the course. Prerequisite: MAT 182 (3/0)

**MAT 188 Technical Math III 2 SHC**

This course reviews fractions and decimals as well as linear, square and cubic measurements. Estimating, budgeting and charting (PERT and GANTT) are also covered. (2/0)

**MAT 189 Technical Math IV 2 SHC**

This course focuses on math techniques associated with area conversions, yardage calculations and pricing and budgeting. Budget planning, ledger entries, preparing estimates and presentations and retail math are also covered. (2/0)

**MAT 220 Advanced Statistics 3 SHC**

This course includes the following topics: estimation of parameters; formulation and testing of hypotheses; multiple and nonlinear regression; contingency tables; analysis of variance; special distributions; and introduction to non-parametric statistics. Prerequisite: MAT 120 (3/0)

**\*MAT 240 Analytical Geometry and Calculus III 4 SHC**

This course includes the following topics: multivariable calculus, including vectors; partial derivatives and their applications to maximum and minimum problems with and without constraints; line integrals; multiple integrals in rectangular and other coordinates; and Stokes' and Green's Theorems. Prerequisite: MAT 141 (4/0)

**\*MAT 242 Differential Equations 4 SHC**

This course includes the following topics: solution of linear and elementary nonlinear differential equations by standard methods with sufficient Linear Algebra to solve systems; applications; series; Laplace transform; and numerical methods. Prerequisite: MAT 240 (4/0)

**MEDICAL (MED)****MED 101 The Medical Assisting Profession 1 SHC**

This course introduces the student to the profession of medical assisting, including the professional organization, professionalism, certification and the legal, ethical concepts related to the profession. (1/0)

**MED 112 Medical Assisting Pharmacology 2 SHC**

Basic pharmacologic terminology, mathematics and principles of medication administration are covered. Specific drugs according to specific body systems are presented. Prerequisite: Program admission. (1/3)

**MED 114 Medical Assisting Clinical Procedures 4 SHC**

This course covers examination room techniques, including vital signs, specialty examination, minor surgical techniques and emergency procedures. Prerequisites: MED 102 and MED 112 (3/3)

**MED 117 Clinical Practice 5 SHC**

This course provides practical application of administrative and clinical skills in medical facility environments. Prerequisites: MED 114, MED 122, MED 132 (0/15)

**MED 122 Medical Assisting Lab Procedures I 2 SHC**

This course covers the beginning techniques of laboratory procedures commonly performed in a physician's office and other clinical agencies. Prerequisite: MED 112 (1/3)

**MED 131 Administrative Skills of the Medical Office I 2 SHC**

This course introduces the student to the environment of the medical office, the use of computers, patient scheduling, medical records management and written communications. Prerequisite: Admission to program; Co-requisite: OST 105 (1/3)

**MED 133 Administrative Skills of the Medical Office III 2 SHC**

This course introduces the student to transcription of histories, reports and correspondence related to the medical office. Prerequisite: MED 134 (1/3)

**MED 134 Medical Assisting Financial Management 2 SHC**

This course covers daily financial practices, insurance and coding, billing and collections and accounting practices of the medical office environment. Prerequisite: MED 131 (1/3)

**MECHANICAL ENGINEERING TECHNOLOGY (MET)****MET 212 Kinematics 3 SHC**

This course covers mathematical and drafting solutions of problems involving linkage motion and velocities and acceleration of points on common mechanical devices. Prerequisites: MAT 182 and EGT 151 (3/0)

**MET 213 Dynamics 3 SHC**

This course includes the motion of rigid bodies and the forces that produce or change their motion. Rectilinear and curvilinear motion of bodies is covered as well as the concepts of work, power, energy, impulse, momentum and impact in relation to machine and mechanisms. Prerequisite: MAT 183, PHY 183 (3/0)

**MET 214 Fluid Mechanics 3 SHC**

This course is a study of the physical properties of fluids and includes hydrostatics, buoyancy, flow of incompressible fluids, orifices, venturis and nozzles. Prerequisites: MAT 183, PHY 201. Corequisite: EGR 194 (3/0)

**MET 222 Thermodynamics 4 SHC**

This course includes the study of the thermodynamic principles of heat, work, non-flow and steady flow processes and cycles. The use of thermodynamic tables and charts is stressed. Prerequisites: MAT 183 and EGR 194 (3/3)

**MET 224 Hydraulics and Pneumatics 3 SHC**

This course covers basic hydraulics and pneumatic principles and circuits. System components such as pumps, compressors, piping, valves, cylinders, fluid motors, accumulators and receivers are discussed. Prerequisite: MAT 182 (2/3)

**MET 231 Machine Design 4 SHC**

This course covers the design and applications of machine elements such as shafts, couplings, springs, brakes, clutches, gears and bearings. It also covers the applications of principles of DC/AC, statics, strength of materials, engineering drawing and dynamics to the design of simple machines. Prerequisites: EGR 194 and EGR 151 (3/3)

**MET 240 Mechanical Senior Project 1 SHC**

This course includes investigations and/or advanced study in an area of specialization approved by the instructor. (0/3)

**MANAGEMENT (MGT)****MGT 101 Principles of Management 3 SHC**

This course is a study of management theories, emphasizing the management functions of planning, decision-making, organizing, leading and controlling. (3/0)

**MGT 105 Survey of Management 2 SHC**

This course is a study of the basic principles of management and supervision. The management functions of planning, decision-making, organizing, leading and controlling are stressed. (2/0)

**MGT 120 Small Business Management 3 SHC**

This course is a study of small business management and organization, forms of ownership and the process of starting a new business. (3/0)

**MGT 150 Fundamentals of Supervision 3 SHC**

This course is a study of supervisory principles and techniques required to effectively manage human resources in an organization. First-line management is emphasized. (3/0)

**MGT 160 Managerial Motivation 3 SHC**

This course is a study of human motivation theories and principles, including various motivational techniques appropriate for use in the business environment. (3/0)

**MGT 201 Human Resource Management 3 SHC**

This course is a study of personnel administration functions within a business organization. Major areas of study include job analysis; recruitment, selection and assessment of personnel; and wage, salary and benefit administration. (3/0)

**MGT 230 Managing Information Resources 3 SHC**

This course is a study of the development, use and management of information resources, and systems in business and industry. (3/0)

**MGT 235 Production Management 3 SHC**

This course is a study of production management techniques used in a manufacturing environment. Major topics include forecasting, scheduling, inventory and work flow management and quality control. (3/0)

**MGT 240 Management Decision Making 3 SHC**

This course is a study of various structured approaches to managerial decision-making. (3/0)

**MGT 250 Situational Supervision 3 SHC**

This course is a study of techniques used by supervisors to adjust their management styles to different situations and employees. (3/0)

**MARKETING (MKT)****MKT 101 Marketing 3 SHC**

This course covers an introduction to the field of marketing with a detailed study of the marketing concept and the processes of product development, pricing, promotion and marketing distribution. The functions of marketing and their social and economic implications will be studied. (3/0)

**MKT 110 Retailing 3 SHC**

This course is a study of the importance of retailing in American business and covers the concepts of store location, layout, merchandising, display, pricing, inventory control, promotional programs and profit management. (3/0)



**MKT 120 Sales Principles 3 SHC**

This course is a study of the personal selling process with special emphasis on determining customer needs and developing effective communications and presentation skills. It will emphasize various factors in selling, including ethics, motivation, persuasion, use of appeals and personality. (3/0)

**MKT 210 Merchandising 3 SHC**

This course is a study of merchandising techniques. It includes a study of the essential concepts, practices and procedures for buying merchandise, including calculations and interpretations of figures related to the buying factors that produce profit. (3/0)

**MKT 240 Advertising 3 SHC**

This course is a study of the role of advertising in the marketing of goods and services, including types of advertising, media, how advertising is created, agency functions and regulatory aspects of advertising. (3/0)

**MICROBIOLOGY (MLT)****MLT 105 Medical Microbiology 4 SHC**

This course provides a survey of organisms encountered in the clinical microbiology laboratory, including sterilization and disinfection techniques. (3/3)

**MASONRY (MSY)****MSY 101 Masonry Fundamentals 5 SHC**

This course is an introduction to masonry skills and tools. (2/9)

**MACHINE TOOL TECHNOLOGY (MTT)****MTT 101 Introduction to Machine Tool 2 SHC**

This course covers the basics in measuring tools, layout tools, bench tools and basic operations of lathes, mills and drill presses. (1/3)

**MTT 105 Machine Tool Math Applications 3 SHC**

This course is a study of shop math relevant to the machine tool trade. (3/0)

**MTT 120 Machine Tool Print Reading 3 SHC**

This course is designed to develop the basic skills and terminology required for visualization and interpretation of common blueprints used in the machine tool trades. (3/0)

**MTT 121 Machine Tool Theory I 3 SHC**

This course covers the principles involved in the production of precision metal parts. (3/0)

**MTT 122 Machine Tool Practice I 4 SHC**

This course covers practical experiences using the principles in Machine Tool Theory I. (1/9)

**MTT 123 Machine Tool Theory II 3 SHC**

This course covers the principles involved in machining parts using machine tools including lathes, mills, drill presses, jig bores and the attachments for each. (3/0)

**MTT 124 Machine Tool Practice II 4 SHC**

This course covers the practical application of the principles taught in Machine Tool Theory II. (1/9)

**MTT 130 Fundamentals of Geometric Dimensions and Tolerances 2 SHC**

This course will cover the basic uses and interpretation of geometric dimensions and tolerances as specified for machine trade blueprints. (2/0)

**MTT 141 Metals and Heat Treatment 3 SHC**

This course is a study of the properties, characteristics and heat treatment procedures of metals. (3/0)

**MTT 143 Precision Measurements 2 SHC**

This course is a study of precision measuring instruments. (2/0)

**MTT 145 Machining of Metals 3 SHC**

This course covers theoretical and practical training in the physical properties of metals, their required stock removal/speeds/feeds/and depths of cut and finish requirements. (3/0)

**MTT 147 Tool and Cutter Grinding 2 SHC**

This course covers theoretical and practical training in cutting tools, cutting tool angles, the mechanics of material removal and the operations of tool and cutter grinding equipment. (1/3)

**MTT 161 Machine Tool Maintenance Theory 2 SHC**

This course covers maintenance requirements necessary for the upkeep and operation of a machine shop. (2/0)

**MTT 162 Machine Tool Maintenance Practice 4 SHC**

This course covers a variety of maintenance tasks necessary for the upkeep and operation of a machine shop. (2/6)

**MTT 175 Innovations in Machining Technology 3 SHC**

This course covers changes in machining technologies, major advancements in the machine tool field or specialty training items. (3/0)

**MTT 212 Tool Design 4 SHC**

This course is a study of the development, material selection, manufacturing and machining procedures necessary in the production of tools and tooling. (4/0)

**MTT 221 Tool and Diemaking Theory I 3 SHC**

This course covers the theory of a blanking and piercing die. (3/0)

**MTT 222 Tool and Diemaking Practice I 4 SHC**

This course covers the manufacture of a simple cutting die or tools. (1/9)

**MTT 223 Tool and Diemaking Theory II 3 SHC**

This course covers the theory applied to the construction of a compound and/or progressive die. (3/0)

**MTT 224 Tool and Diemaking Practice II 4 SHC**

This course covers the construction of a compound and/or progressive die or tools. (1/9)

**MTT 243 Advanced Dimensional Metrology for Machinists 3 SHC**

This course is a study of higher levels of measurement, measuring instruments and measuring techniques. The course consists of a theoretical and practical study incorporating the metric system, geometric dimensioning/tolerancing, sine bars/plates for compound angles and more. (3/0)

**MTT 250 Principles of CNC 3 SHC**

This course is an introduction to the coding used in CNC programming. (3/0)

**MTT 251 CNC Operations 3 SHC**

This course is a study of CNC machine controls, setting tools and machine limits and capabilities. (2/3)

**MTT 252 CNC Setup and Operations 4 SHC**

This course covers CNC setup and operations. (3/3)

**MTT 253 CNC Programming and Operations 3 SHC**

This course is a study of planning, programming and selecting tooling, determining speeds and feeds, setting up, operating and testing of CNC programs on CNC machines. (2/3)

**MTT 254 CNC Programming I 3 SHC**

This course is a study of CNC programming including machine language and computer assisted programming. (2/3)

**MTT 270 Operation and Programming of Coordinate Measuring Machines 3 SHC**

This course is a study of the operation, application and programming of coordinate measuring machines (CMM). (3/0)

**MUSIC (MUS)**

**\*MUS 105 Music Appreciation 3 SHC**

This course is an introduction to the study of music with focus on the elements of music and their relationships, the musical characteristics of representative works and composers, common musical forms and genres of various western and non-western historical style periods and appropriate listening experiences. (3/0)

**NURSING (NUR)**

**NUR 101 Fundamentals of Nursing 6 SHC**

This course facilitates the development of beginning technical competency in the application of the nursing process to assist in meeting the needs of selected patients of varying ages. Emphasis will be on the physiological, psychological, sociocultural and spiritual variables of the patient. Prerequisite: Admission to program. (3.5/7.5)

**NUR 105 Pharmacology for Nurses 1 SHC**

This course is an introduction to the basic concepts of pharmacology related to drug administration. Concepts of mathematical calculation, drug classifications and drug administrations will be applied in guided laboratory and related clinical settings. Prerequisites: NUR 101, NUR 107, BIO 210 (0/3)

**NUR 107 Nutrition and Diet Therapy 1 SHC**

This course is a study of the basic concepts of nutrition and diet therapy. (1/0)

**NUR 111 Common Health Problems 6 SHC**

This course facilitates utilization of the nursing process to assist in meeting the needs of patients with common health problems. The focus of this course is on adult persons who are experiencing an invasion of their normal line of defense by stressors. Application of the nursing process with a focus on secondary interventions will be implemented in the clinical setting with selected patients. Prerequisites: NUR 101, BIO 210, NUR 107 (3/9)

**NUR 201 Transition Nursing 3 SHC**

This course facilitates the transition of the licensed practical nurse graduate to the role of the associate degree nursing student. Prerequisites: Hold Practical Nursing license (1/6)

**NUR 210 Complex Health Problems 5 SHC**

This course expands application of the nursing process in meeting the needs of patients with complex health problems. The course focuses on the integrated holistic person who is invaded by multiple complex stressors that can affect all five patient variables. Student will implement primary and secondary intervention in selected clinical settings. Prerequisites: NUR 211, NUR 212, NUR 214, and NUR 232 (4/3)

**NUR 211 Care of Childbearing Family 4 SHC**

This course facilitates the application of the nursing process to assist in meeting the needs of the childbearing family. Focus is on normal and abnormal aspects. By studying selected stressors, the student will identify how the family may be affected by these stressors. The student will use the nursing process to provide primary and secondary interventions, patient teaching and discharge planning. Prerequisites: NUR 111, NUR 105, and BIO 211 (2/6)

**NUR 212 Nursing Care of Children 4 SHC**

This course facilitates the application of the nursing process to assist in meeting the needs of children with acute and chronic health problems. Focus is on growth and development and anticipatory guidance. By studying selected stressors, the student will identify how they will affect the five client variables. Application of the nursing process, with a focus on primary and secondary intervention, will be implemented at selected clinical settings. Prerequisites: NUR 111, NUR 105 and BIO 211(2/6)

**NUR 214 Mental Health Nursing 4 SHC**

This course facilitates the utilization of the nursing process to assist in meeting the needs of patients with common mental health problems. Focus is on the dynamics of human behavior ranging from normal to extreme. Students will study stressors and identify nursing interventions related to mental disorders. Clinical practice uses nursing to assist the client in strengthening lines of defense. Prerequisites: NUR 111, NUR 105, and BIO 211 (2/6)

**NUR 215 Management of Patient Care 5 SHC**

This course facilitates nursing care of small groups using the nursing process and concepts of management. Leadership and management theories will be explored. Students will apply these theories in the clinical setting. Prerequisites: NUR 211, NUR 212, NUR 214, and NUR 232 (2/9)

**NUR 216 Nursing Seminar 1 SHC**

This course is an exploration of concepts related to selected nursing topics. Focus will be on assisting the student from a student-centered to a nurse graduate-centered role. Prerequisites: NUR 211, NUR 212, NUR 214, NUR 217, NUR 232 (1/0)

**NUR 217 Trends and Issues in Nursing 2 SHC**

This course is an exploration of health care trends and issues. Focus will be on selected case studies of professional, legal and ethical issues and their impact on nursing practice. Prerequisites: NUR 111 (2/0)

**NUR 232 Gerontological Nursing 3 SHC**

This course facilitates the development of competence to meet the needs of older adults. Prerequisites: NUR 105, NUR 111 and BIO 211 (1.5/4.5)

**OFFICE SYSTEMS TECHNOLOGY (OST)****OST 105 Keyboarding 3 SHC**

This course focuses on the mastery of keyboarding and formatting principles. A minimum speed is required to exit this course. (3/0)

**OST 110 Document Formatting 3 SHC**

This course emphasizes speed, accuracy and document formatting skills using keyboarding competencies. Prerequisite: OST 105 (3/0)

**OST 120 Introduction to Machine Transcription 3 SHC**

This is an introductory machine transcription course designed to provide experience in transcribing documents from dictation equipment. Prerequisite: OST 110 (3/0)

**OST 122 Medical Machine Transcription I 3 SHC**

This course provides experience in transcribing medical documents from dictation equipment. Prerequisite: OST 120 (3/0)

**OST 123 Legal Machine Transcription 3 SHC**

This course focuses on the development of speed and accuracy in transcribing legal documents from dictation equipment. Prerequisite: OST 120 (3/0)

**OST 131 Shorthand I 3 SHC**

This is an introduction to the basic principles of shorthand. Emphasis is placed on shorthand techniques, legibility and mastery of the basic vocabulary. Dictation and transcription of familiar material are included. (3/0)

**OST 132 Shorthand II 3 SHC**

This course emphasizes dictation and transcription of familiar and unfamiliar material. Prerequisite: OST 131 (3/0)

**OST 133 Professional Development 3 SHC**

This course emphasizes development of personal and professional skills required of an office worker in areas such as projecting a professional image, job seeking skills, office etiquette, ethics and time and stress management. (3/0)

**OST 134 Office Communications 3 SHC**

This course develops proficiency in proofreading and other specialized applications of communications in the office environment. (3/0)

**OST 163 Information Processing 3 SHC**

This course introduces the basic concepts of information processing. Prerequisite: OST 105 (3/0)

**OST 165 Information Processing Software 3 SHC**

This course includes applications of information processing software. Emphasis is placed on producing acceptable document formatting and processing. Prerequisites: OST 105 or OST 105 exemption (3/0)

**OST 167 Information Processing Applications 3 SHC**

This course emphasizes applications and features of information processing software. Prerequisite: OST 165 (3/0)

**OST 210 Document Production 3 SHC**

This course emphasizes the production of documents found in typical business offices. The major focus is on productivity and excellence in document production. Prerequisite: OST 110. (3/0)

**OST 212 Medical Document Production 3 SHC**

This course covers the production of documents found in medical offices. The major focus is on productivity and excellence in medical document production. Prerequisites: AHS 102 and OST 110 (3/0)

**OST 221 Advanced Machine Transcription 3 SHC**

This course emphasizes accuracy and speed in transcribing business applications from dictation equipment. Prerequisite: OST 120 (3/0)

**OST 231 Shorthand III 3 SHC**

This course focuses on the development of speech and accuracy of dictation. Transcription of unfamiliar material and mailable copy is stressed. Prerequisites: OST 132 and OST 110 (3/0)

**OST 251 Administrative Systems and Procedures 3 SHC**

This course covers processing information in the electronic office. Emphasis is on increasing proficiency in performing a variety of office tasks. (3/0)

**OST 261 Office Spreadsheet Applications 3 SHC**

This course introduces the concepts of spreadsheets for information management in an office environment. (3/0)

**OST 267 Integrated Information Processing 3 SHC**

This course covers the application of integrated computer software. (3/0)

**OST 270 SCWE in Office Systems 3 SHC**

This course integrates office skills within an approved work site related to office systems technology. Prerequisites: OST 165, OST 120 and OST 251 (1/10)



## PHILOSOPHY (PHI)

### **\*PHI 101 Introduction to Philosophy 3 SHC**

This course includes a topical survey of the three main branches of philosophy -- Epistemology, Metaphysics and Ethics -- and the contemporary questions related to these fields. (3/0)

### **\*PHI 105 Introduction to Logic 3 SHC**

This course is an introduction to the structure of argument, including symbolization, proofs, formal fallacies, deductions and inductions. (3/0)

### **\*PHI 110 Ethics 3 SHC**

This course is a study of the moral principles of conduct emphasizing ethical problems and modes of ethical reasoning. (3/0)

### **\*PHI 115 Contemporary Moral Issues 3 SHC**

This course examines moral issues in contemporary society, including basic principles and application of ethics. (3/0)

## PHYSICAL SCIENCE (PHS)

### **PHS 101 Physical Science I 4 SHC**

This is the first of a sequence of courses in physical science and includes an introduction to science with emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology and physics. Prerequisite: High school algebra II, MAT 102 or appropriate algebra placement score (3/3)

### **PHS 102 Physical Science II 4 SHC**

This is a continuation of the introduction to science with emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology and physics. Prerequisite: High school algebra II, MAT 102 or equivalent (3/3)

## PHYSICS (PHY)

### **PHY 100 Introductory Physics (Non-Degree Credit) 3 SHC**

This is a course in general physics including introductory principles of physics for higher level physics study. (2/3)

### **PHY 181 Integrated Physics I 3 SHC**

This problem-based course covers electrical theory and concepts that support engineering technology principles. It will include concepts such as thermal, fluids and optics. Mathematics, communications, and technology are integrated throughout the course. Prerequisite: MAT 100, MAT 101, MAT 104 or equivalent (2/3)

### **PHY 182 Integrated Physics II 3 SHC**

This problem-based course covers mechanical theory and concepts that support engineering technology principles. It will include concepts such as thermal, fluids, and optics. Mathematics, communications, and technology are integrated throughout the course. Prerequisite: PHY 181 (2/3)

### **PHY 183 Integrated Physics III 3 SHC**

This problem-based course covers material properties of matter and concepts that support engineering technology principles. It will include concepts such as thermal, fluids, and optics. Mathematics, communications, and technology are integrated throughout the course. Prerequisite: PHY 182 (2/3)

### **\*PHY 201 Physics I 4 SHC**

This is the first in a sequence of physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics and modern physics. Co-requisite: MAT 110 or equivalent (3/3)

### **\*PHY 202 Physics II 4 SHC**

This course covers physics topics, including mechanics, wave motion, sound, heat, electromagnetism, optics and modern physics. Prerequisite: PHY 201 (3/3)

### **\*PHY 221 University Physics I 4 SHC**

This is the first of a sequence of courses. The course includes a calculus based treatment of the following topics: vectors, laws of motion, rotation, vibratory and wave motion. Prerequisite: MAT 140 Co-requisite: MAT 141 (3/3)

### **\*PHY 222 University Physics II 4 SHC**

This course is a continuation of calculus based treatment of the following topics: thermodynamics, kinetic theory of gases, electricity and magnetism. It includes electrostatics, dielectrics, electric circuits, magnetic fields and induction phenomena. Prerequisite: PHY 221 (3/3)

**\*PHY 223 University Physics III 4 SHC**

This course is a continuation of the calculus based treatment of the following topics: particle and wave aspects of matter and radiation, statistical mechanics, solid state and nuclear physics. Prerequisite: PHY 222 (3/3)

**PRACTICAL NURSING (PNR)****PNR 110 Fundamentals of Nursing 5 SHC**

This course provides an introduction to basic principles and beginning skills necessary to the nursing process. Concepts are integrated relating to physiological and psychosocial needs of the individual. Legal and ethical roles of the practical nurse are emphasized. Prerequisite: Admission into PN program. (3/6)

**PNR 128 Medical/Surgical Nursing I 7 SHC**

This course is a beginning study utilizing the nursing process. Concepts include physiological, psychosocial and health and safety needs of the adult patient. Pharmacology and nutrition are integrated. Clinical experiences address selected commonly occurring health problems having predictable outcomes. Prerequisites: PNR 110, AHS 106 and AHS 107 (5/6)

**PNR 138 Medical/Surgical Nursing II 7 SHC**

This course is a continuation of the study of the nursing process. Concepts include physiological, psychosocial and health and safety needs of the adult patient. Pharmacology and nutrition are integrated. Clinical experiences address selected commonly occurring health problems having predictable outcomes. Prerequisites: PNR 128, PNR 170 and BIO 210 (5/6)

**PNR 148 Medical/Surgical Nursing III 7 SHC**

This course is a continuation of the study of the nursing process. Concepts include physiological, psychosocial and health and safety needs of the adult patient. Pharmacology and nutrition are integrated. Clinical experiences address selected commonly occurring health problems having predictable outcomes. Prerequisites: PNR 138, PNR 170 and BIO 211 (4/9)

**PNR 155 Maternal/Infant/Child Nursing 7 SHC**

This course is a study utilizing the nursing process and integrating pediatrics to meet the needs of the childbearing family. Clinical experiences address the care of the mother, newborn and child with commonly occurring illnesses. Prerequisites: PNR 138, PNR 170 and BIO 210 (5/6)

**PNR 170 Nursing of the Older Adult 2 SHC**

This course is a study utilizing the nursing process. Concepts include physiological, psychosocial, nutritional and health and safety needs of the older patient. Clinical experiences address selected commonly occurring health problems having predictable outcomes. Prerequisites: PNR 110, AHS 106 and AHS 107 (2/0)

**PNR 182 Special Topics in Practical Nursing 2 SHC**

This course covers special topics in practical nursing. Prerequisite: PNR 138 and PNR 155 (2/0)

**POLITICAL SCIENCE (PSC)****\*PSC 201 American Government 3 SHC**

This course is a study of national governmental institutions with emphasis on the Constitution, the functions of executive, legislative and judicial branches, civil liberties and the role of the electorate. (3/0)

**PSC 205 Politics and Government 3 SHC**

This course is a study of the concepts and problems involved in man's relationships with governments and political change. This course emphasizes comparative institutions of government, analysis of political behavior and political ideology. (3/0)

**\*PSC 215 State and Local Government 3 SHC**

This course is a study of state, county and municipal government systems, including interrelationships among these systems and within the federal government. (3/0)

**PSYCHOLOGY (PSY)****PSY 100 Basic Human Relations (Non-Degree Credit) 2 SHC**

This course is a study of personality factors as they relate to social adjustment. Personality development, interpersonal relationships and the application of psychological principles in everyday life are emphasized. (2/0)

**PSY 103 Human Relations 3 SHC**

This course is a study of human relations, including the dynamics of behavior, interrelationships and personality as applied to everyday life. (3/0)

**PSY 105 Personal/Interpersonal Psychology 3 SHC**

This course emphasizes the principles of psychology in the study of self and interpersonal adjustment and behavior in contemporary society. (3/0)

**PSY 110 Applied Psychology 3 SHC**

This course includes practical application of psychological principles, with special consideration given to improving relationships between individuals and organizations, and in particular the skills and knowledge needed for funeral directors to effectively serve bereaved individuals. (3/0)

**\*PSY 201 General Psychology 3 SHC**

This course includes the following topics: an introduction to the basic theories and concepts in the science of behavior, scientific method, biological bases for behavior, perception, motivation, learning, memory, development, personality and abnormal behavior. (3/0)

**PSY 203 Human Growth and Development 3 SHC**

This course is a chronological study of the physical, cognitive and emotional factors affecting human growth, development and potential. (3/0)

**\*PSY 208 Human Sexuality 3 SHC**

This course is a study of biological, psychological and sociological perspectives of human sexuality. Historical, cross-cultural and ethical issues are considered in the course. (3/0)

**PSY 210 Educational Psychology 3 SHC**

This course is the study of the teaching-learning process with emphasis on theory, transfer, problem solving, habit formation, individual difference and other factors that facilitate learning. Prerequisite: PSY 201 (3/0)

**\*PSY 212 Abnormal Psychology 3 SHC**

This course is a study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures, analysis of human behavior problems and identification of the personal and social skills needed to deal with these problems. Prerequisite: PSY 201 (3/0)

**PSY 215 Psychology of the Mentally Retarded 3 SHC**

This course is a survey of the nature and causes of mental retardation, including the attitudes and relationships of the community to the retarded. Prerequisite: PSY 201 (3/0)

**PSY 218 Behavior Modification 3 SHC**

This course is an introduction to the terminology, methods and recording procedures used in behavior modification. This course includes the application of these procedures and techniques in specific areas of human services. Prerequisite: PSY 201 (3/0)

**PSY 230 Interviewing Techniques 3 SHC**

This course develops skills necessary for interviewers and interviewees in various organizational settings. (3/0)

**PSY 231 Counseling Techniques 3 SHC**

This course is a study of a variety of counseling techniques necessary to assist qualified therapists in applied social science settings. Prerequisite: PSY 230 (3/0)

**PSY 235 Group Dynamics 3 SHC**

This course is an examination of the theory and practice of group dynamics. Emphasis is on the application of the value and use of the group processes in specialized settings. Prerequisite: PSY 201 or PSY 105 (3/0)

**QUALITY ASSURANCE TECHNOLOGY (QAT)****QAT 101 Introduction to Quality Assurance 3 SHC**

This course covers the fundamentals of quality control, the evolution of the total quality system and the modern philosophy of quality. Process variability, fundamentals of probability and the basic concepts of control charts are included. (3/0)

**QAT 102 Quality Concepts and Techniques 3 SHC**

This course covers the basic theory and concepts of quality. The total quality system, basic statistics, variable control charts and the commitment to quality are emphasized. (3/0)

**QAT 105 Total Quality Systems 3 SHC**

This course is a study of the total quality control concept for manufacturing and service industries, including the statistical technology of quality management, process tolerances and control limits and variable and attribute control charts. This course is primarily for students taking one QAT course as an elective. (3/0)

**QAT 106 Introduction to Manufacturing 3 SHC**

This course is a study of key elements of manufacturing processes, such as quality, materials management, personnel issues, and industrial economics. (3/0)

**QAT 110 Manufacturing Methods 3 SHC**

This course introduces students to the theory and practices of fundamental production manufacturing methods. (3/0)

**QAT 115 Total Quality Management 4 SHC**

This course covers the total quality concept as an essential management responsibility, including activities and factors in controlling quality throughout the product life. (4/0)

**QAT 125 Statistical Process Control 2 SHC**

This course is a study of the basic concepts and techniques of statistical process control for manufacturing industries, including process control, operator and inspector quality control, basic statistics through deviation, control limits, tolerances and control charts. (2/0)

**QAT 202 Metrology and Calibration 3 SHC**

This course covers the measuring instruments used in a typical industrial metrology laboratory. Techniques of making measurements, accuracy and precision, and calibration control systems are stressed. (2/3)

**QAT 215 Applied Quality Concepts 4 SHC**

This course covers quality control by problem prevention through the application of the concepts of probability and variation, and the use of statistical process control techniques. Topics include control charts, sampling, metrology auditing, certification, traceability, quality costs, human factors and continuous quality improvement. (4/0)

**RADIOLOGIC TECHNOLOGY (RAD)****RAD 101 Introduction to Radiography 2 SHC**

This course provides an introduction to Radiologic Technology with emphasis on orientation to the radiology department, ethics and basic radiation protection. (2/0)

**RAD 110 Radiographic Imaging I 3 SHC**

This course provides detailed study of the parameters controlling radiation quality and quantity for radiographic tube operation and image production. Prerequisite: RAD 101 (2/3)

**RAD 115 Radiographic Imaging II 3 SHC**

This course continues a detailed study of primary and secondary influencing factors and accessory equipment related to imaging. Prerequisite: RAD 110 (3/0)

**RAD 121 Radiographic Physics 4 SHC**

This course introduces the principles of radiographic physics, incorporating theory and application of basic principles underlying the operation and maintenance of X-ray equipment. Prerequisite: RAD 110, RAD 201 (4/0)

**RAD 130 Radiographic Procedures I 3 SHC**

This course provides an introduction to radiographic procedures. Positions of the chest, abdomen and extremities will be included. (2/3)

**RAD 136 Radiographic Procedures II 3 SHC**

This course provides instruction in radiographic procedures for visualization of the structures of the body. Prerequisite: RAD 130 (2/3)

**RAD 152 Applied Radiography I 2 SHC**

This course introduces the student to the clinical environment of the hospital by providing basic instruction in the use of radiographic equipment and routine radiographic procedures. Co-requisite: RAD 130 (0/6)

**RAD 165 Applied Radiography II 5 SHC**

This course provides an environment that allows the student to continue to receive instruction in the use of radiographic equipment and performance of radiographic procedures in the clinical environment of the hospital. Prerequisite: RAD 152 (0/15)

**RAD 175 Applied Radiography III 5 SHC**

This course provides the student with the clinical education needed for building competence in performing radiologic procedures in the clinical environment. Prerequisite: RAD 165 (0/22.5)

**RAD 201 Radiation Biology 2 SHC**

This course provides instruction in the principles of radiobiology and protection. It emphasizes procedures that keep radiation exposure to patients, personnel and the population at large to a minimum. Prerequisite: BIO 210 (2/0)

**RAD 205 Radiographic Pathology 2 SHC**

This course provides a survey of disease processes significant to the radiographer including etiology, diagnosis, prognosis and treatment. Prerequisite: BIO 210 (2/0)

**RAD 225 Selected Radiologic Topics 2 SHC**

This course includes instruction in necessary areas as specified by the advisory committee. Prerequisite: RAD 115 (2/0)

**RAD 230 Radiographic Procedures III 3 SHC**

This course provides instruction in special radiographic procedures. Prerequisite: RAD 175 (2/3)



**RAD 235 Radiography Seminar I 1 SHC**

This course provides instruction in selected areas of radiography that are unique or new to the field. Prerequisite: RAD 256 (1/0)

**RAD 236 Radiography Seminar II 2 SHC**

This course provides instruction in selected areas of radiography that require additional study or application. Prerequisite: RAD 268, RAD 282, RAD 225 (2/0)

**RAD 256 Advanced Radiography I 6 SHC**

This course provides an environment for the student to function more independently during routine procedures in a working radiology department and to become more involved in advanced radiographic procedures. Prerequisite: RAD 175 (0/18)

**RAD 268 Advanced Radiography II 8 SHC**

This course provides an environment that allows the student to improve competence in routine radiographic examinations, as well as advanced procedures, while continuing to build self-confidence in the clinical atmosphere. Prerequisite: RAD 256 (0/24)

**RAD 276 Advanced Radiography III 6 SHC**

This course allows the student to gain the self-confidence and competence necessary in routine and advanced radiographic procedures in the clinical environment. Prerequisite: RAD 268 (0/18)

**RAD 282 Imaging Practicum 2 SHC**

This clinical course provides an opportunity for the Radiography student to explore career opportunities in radiology and advanced imaging modalities. Prerequisite: RAD 256 (0/6)

**READING (RDG)****RDG 010-099 Developmental Reading (Non-Degree Credit) 1 to 9 SHC**

Developmental Reading is intended for students who need improvement in basic reading skills. Based on assessment of student needs, instruction includes vocabulary, comprehension, use of reference materials and an introduction to analysis of literature. An additional hour of computer-assisted instruction may be required. (1 - 9/1 - 9)

**RDG 100 Critical Reading (Non-Degree Credit) 3 SHC**

This course covers the application of basic reading skills to improve critical comprehension and higher order thinking skills. (3/0)

**RDG 101 College Reading 3 SHC**

This course is designed to enhance reading efficiency by effectively processing and analyzing information. (3/0)

**RELIGION (REL)****REL 101 Introduction to Religion 3 SHC**

This course provides a study of religion and the nature of religious belief and practice. (3/0)

**RESPIRATORY CARE (RES)****RES 101 Introduction to Respiratory Care 3 SHC**

This course includes introductory topics pertinent to the respiratory care profession, i.e. medical terminology, ethical issues and legal issues. (3/0)

**RES 111 Pathophysiology 2 SHC**

This course provides a study of the general principles and analyses of normal and diseased states. Prerequisites: RES 123 and BIO 210 (2/0)

**RES 121 Respiratory Skills I 4 SHC**

This course includes basic respiratory therapy procedures and their administration. (3/3)

**RES 123 Cardiopulmonary Physiology 3 SHC**

This course covers cardiopulmonary physiology and related systems. (3/0)

**RES 131 Respiratory Skills II 4 SHC**

This course provides a study of selected respiratory care procedures and applications. Prerequisite: RES 121 (3/3)

**RES 141 Respiratory Skills III 3 SHC**

This course covers mechanical ventilation systems and associated monitors. Prerequisite: RES 131 (2/3)

**RES 142 Basic Pediatric Care 2 SHC**

This course provides an introduction to basic pediatric and neonatal respiratory care. Prerequisite: RES 123 (2/0)

**RES 151 Clinical Applications I 5 SHC**

This course addresses fundamental respiratory care procedures in the hospital setting. Prerequisites: RES 121, RES 123, BIO 210 (0/15)

**RES 152 Clinical Applications II 3 SHC**

This course provides practice of respiratory care procedures in the hospital setting. Prerequisite: RES 151 (0/9)

**RES 204 Neonatal/Pediatric Care 3 SHC**

This course focuses on cardiopulmonary physiology, pathology and management of the newborn and pediatric patient. Prerequisites: RES 111, RES 131, RES 142 (2/3)

**RES 232 Respiratory Therapeutics 2 SHC**

This course provides a study of specialty areas in respiratory care including rehabilitation. Prerequisites: RES 111, RES 123, RES 255 (2/0)

**RES 236 Cardiopulmonary Diagnostics 3 SHC**

This course focuses on the purpose, use and evaluation of equipment/procedures used in the diagnosis and therapeutic management of patients with cardiopulmonary disease. Prerequisites: RES 111, RES 141, RES 152 (3/0)

**RES 244 Advanced Respiratory Skills I 4 SHC**

This course provides an in-depth study of mechanical ventilation and considerations for management of the critical care patient. Prerequisites: RES 123, RES 141, RES 255 (3/3)

**RES 246 Respiratory Pharmacology 2 SHC**

This course provides instruction in pharmacologic agents used in cardiopulmonary care. Prerequisites: RES 101, RES 123, BIO 211 (2/0)

**RES 249 Comprehensive Applications 2 SHC**

This course integrates didactic and clinical training in respiratory care technology. Prerequisites: RES 236, RES 244, RES 274 (1/3)

**RES 255 Clinical Practice 5 SHC**

This course provides further continuation of clinical training with emphasis on intensive care. Prerequisite: RES 152 (0/15)

**RES 274 Advanced Clinical Practice 4 SHC**

This course includes clinical practice in advanced patient care procedures. Prerequisite: RES 255. (0/12)

**RES 275 Advanced Clinical Practice 5 SHC**

This course provides clinical practice in advanced patient care procedures. Prerequisite: RES 274 (0/15)

**SOCIOLOGY (SOC)****\*SOC 101 Introduction to Sociology 3 SHC**

This course emphasizes the fundamental concepts and principles of sociology, including culture, socialization, interaction, social groups and stratification, effects of population growth and technology in society and social institutions. (3/0)

**\*SOC 102 Marriage and the Family 3 SHC**

This course introduces the institutions of marriage and the family from a sociological perspective. Significant forms and structures of family groups are studied in relation to current trends and social change. (3/0)

**\*SOC 205 Social Problems 3 SHC**

This course is a survey of current social problems in America, stressing the importance of social change and conflicts as they influence perceptions, definitions, etiology and possible solutions. Prerequisite: SOC 101 (3/0)

**\*SOC 206 Social Psychology 3 SHC**

This course examines the behaviors of individuals in interaction in terms of the personality system (attitudes, needs, traits, feelings, learning and perception), the social system (relations between/among persons) and the cultural system (agreed-upon ideas about the social and non-social world). Prerequisite: PSY 201 or SOC 101 (3/0)

**\*SOC 210 Juvenile Delinquency 3 SHC**

This course presents the nature, extent and causes of juvenile delinquency, including strategies used in the prevention, intervention and control of deviant behavior. Prerequisite: SOC 101 (3/0)

**\*SOC 220 Sociology of the Family 3 SHC**

This course includes an application of theory and research related to family behaviors, roles and values with emphasis on understanding family problems. (3/0)

**SOC 230 Introduction to Gerontology 3 SHC**

This course is a study of the aging processes, including the physiological, psychological, sociological and economic factors. (3/0)

**\*SOC 235 Thanatology 3 SHC**

This course is a study of dying, death and bereavement from a cross-cultural perspective with emphasis on the many legal and ethical issues in this field. (3/0)

**SOC 240 Service Learning 3 SHC**

This course combines personal experience and theoretical learning to help students arrive at a personal understanding of volunteerism, community service-learning and citizenship. (3/0)

**SPANISH (SPA)****\*SPA 101 Elementary Spanish I 4 SHC**

This course is a study of the four basic language skills: listening, speaking, reading and writing, including an introduction to the Spanish culture. (3/3)

**\*SPA 102 Elementary Spanish II 4 SHC**

This course continues development of the basic language skills and the study of the Spanish culture. Prerequisite: SPA 101 (3/3)

**SPA 105 Conversational Spanish 3 SHC**

This course is a study of basic terminology in Spanish. Basic listening and speaking skills will be emphasized as well as relevant cultural aspects which may affect intercultural communications. (3/0)

**SPA 122 Basic Proficiency Spanish 3 SHC**

This course covers the practice and further development of essential listening, reading, speaking and writing skills. (3/0)

**SPA 204 Spanish in a Cross-Cultural Context 4 SHC**

This course is a study of the Spanish language taught in the context of a comparison of cultures across Spanish-speaking countries. (4/0)

**SPEECH COMMUNICATIONS (SPC)****\*SPC 205 Public Speaking 3 SHC**

This course is an introduction to principles of public speaking with application of speaking skills. Prerequisite: ENG 101, ENG 165 or ENG 106 (3/0)

**SURGICAL TECHNOLOGY (SUR)****SUR 101 Introduction to Surgical Technology 5 SHC**

This course includes a study of the surgical environment, team concepts, aseptic technique, hospital organization, basic instrumentation and supplies, sterilization, principles of infection control and wound healing. Co-requisites: SUR 102, SUR 103, BIO 210 (4/3)

**SUR 102 Applied Surgical Technology 5 SHC**

This course covers the principles and application of aseptic technique, the perioperative role and medical/legal aspects. Co-requisites: SUR 101, SUR 103, BIO 210 (3/6)

**SUR 103 Surgical Procedures I 4 SHC**

This course is a study of a system-to-system approach to surgical procedures and relates regional anatomy, pathology, specialty equipment and team responsibility. Patient safety, medical/legal aspects and drugs used in surgery are emphasized. Co-requisites: SUR 101, SUR 102, BIO 210 (4/0)

**SUR 104 Surgical Procedures II 4 SHC**

This course is a study of the various specialties of surgical procedures. Prerequisites: SUR 101, SUR 102, SUR 103, BIO 210. Co-requisites: BIO 211 and SUR 110 (4/0)

**SUR 110 Introduction to Surgical Practicum 5 SHC**

This course is an introduction to the application of surgical technique by assisting in the perioperative roles in various clinical applications. Prerequisites: SUR 101, SUR 102, SUR 103, BIO 210, AHS 106. Co-requisites: BIO 211 and SUR 104 (0/15)

**SUR 114 Surgical Specialty Practicum 7 SHC**

This course includes the correlation of the principles and theories of specialized surgical procedures with clinical performance in affiliated hospitals. Prerequisites: SUR 104, SUR 110, BIO 211 (2/15)

**SUR 120 Surgical Seminar 2 SHC**

This course includes the comprehensive correlation of theory and practice in the perioperative role. Prerequisites: SUR 104, SUR 110, BIO 211 (2/0)

**TEXTILES (TEX)****TEX 101 Fundamentals of Textiles 3 SHC**

This course covers the fundamentals of textiles, including nomenclature of machinery and processes from opening through finished product. (3/0)

**TEX 102 Textile Fiber Processing 3 SHC**

This course is a study of the fiber processing systems required to transform various fibrous materials into yarn. (3/0)

**TEX 103 Mathematics for Production Systems 3 SHC**

This course focuses on mathematical, algebraic and geometric operations related to unique systems of industrial processing measurement. (3/0)

**TEX 111 Textile Process-Fiber/Spin 2 SHC**

This course is a survey of machinery and processes of textile manufacturing from fiber information through the spinning operation. (2/0)

**TEX 112 Textile Process Weave/Finish 2 SHC**

This course is a survey of the processing involved in textile manufacturing to produce woven fabric from yarn. Finishing processes are also covered. (2/0)

**TEX 135 Woven Fabric Analysis 3 SHC**

This course covers the analysis of fabrics for weave, yarns, drafts, harness arrangements and reed plans. (3/0)

**TEX 201 Textile Manufacturing 4 SHC**

This course is an outline of the manufacturing process, including basic raw materials and the physical and chemical properties of synthetic and natural fibers. The handling of both staple and filament type synthetic fibers or with natural fibers is covered. (4/0)

**TEX 202 Textile Technology 4 SHC**

This course is a study of fabric formation techniques with emphasis on analysis of the various methods employed in production of woven fabrics. (4/0)

**TEX 221 Textile Cost and Analysis 4 SHC**

This course covers the principles of costing as they apply to the manufacture of textiles. (4/0)

**TEX 241 Plant Layout and Design 3 SHC**

This course is a survey of the essentials necessary for textile process implementation. Emphasis is placed on material flow requirements, machinery layout, facility design and inventory control. (3/0)

**THEATRE (THE)**

**\*THE 101 Introduction to Theatre 3 SHC**

This course includes the appreciation and analysis of theatrical literature, history and production. (3/0)

**WELDING (WLD)**

**WLD 102 Introduction to Welding 2 SHC**

This course covers the principles of welding, cutting and basic procedures for safety in using welding equipment. (1/3)

**WLD 103 Print Reading I 1 SHC**

This is a basic course that includes the fundamentals of print reading, the meaning of lines, views, dimensions, notes, specifications and structural shapes. Welding symbols and assembly drawings as used in fabrication work are also covered. (1/0)

**WLD 105 Print Reading II 1 SHC**

This course includes print reading, including welding symbols and their applications to pipe fabrication. Basic sketching of piping symbols, single line and double line pipe drawings, material estimating, template layout and use of templates in pipe layouts are included. Prerequisite: WLD 103 (0/3)

**WLD 106 Gas and Arc Welding 4 SHC**

This course covers the basic principles and practices of oxyacetylene welding, cutting and electric arc welding. Emphasis is placed on practice in fundamental position welding and safety procedures. (2/6)

**WLD 108 Gas Metal Arc Welding I 4 SHC**

This course covers equipment setup and the fundamental techniques for welding ferrous and non-ferrous metals. (2/6)

**WLD 113 Arc Welding II 4 SHC**

This course is a study of arc welding of ferrous and/or nonferrous metals. Emphasis is placed on the out of position welding of fillet welds. Prerequisite: WLD 106 (2/6)

**WLD 115 Arc Welding III 4 SHC**

This course covers the techniques used in preparation for structural plate testing according to appropriate standards. Emphasis is placed on the shielded metal arc welding of beveled plate in the horizontal and vertical positions. (3/3)

**WLD 117 Specialized Arc Welding 4 SHC**

This course covers arc welding processes for industrial purposes. Emphasis in this course is placed on out of position welding of beveled plate in the 45 degree and overhead positions. (2/6)



**WLD 132 Inert Gas Welding Ferrous 4 SHC**

This course covers set up and adjustment of equipment and fundamental techniques for welding ferrous metals. This is a basic course in tungsten inert gas arc welding. Emphasis is placed on the welding of fillet welds in the flat, vertical and overhead positions. (3/3)

**WLD 136 Advanced Inert Gas Welding 2 SHC**

This course covers the techniques for all positions of welding ferrous and nonferrous metals. This course is a continuation of WLD 132. Emphasis is placed on the inert gas welding of beveled plate in all positions. (1/3)

**WLD 142 Maintenance Welding 3 SHC**

This course covers gas and arc welding processes used in maintenance shops. This course covers the basic principles and practices of oxyacetylene welding, cutting and electric arc welding. Emphasis is placed on cutting, braze welding and fusion welding as well as electric arc welding in the flat position. (2/3)

**WLD 154 Pipefitting and Welding 4 SHC**

This is a basic course in fitting and welding pipe joints, either ferrous or nonferrous, using standard processes. Emphasis is placed on the fitting and welding of pipe in the 2G, 5G and 6G positions using the shielded metal arc welding process. (3/3)

**WLD 208 Advanced Pipe Welding 3 SHC**

This course is a study of advanced pipe welding. It also covers the processes to fit and weld ferrous and nonferrous metals. Emphasis is placed on the tungsten inert gas welding of pipe in the 2G, 5G and 6G positions. (2/3)

**WLD 212 Destructive Testing 2 SHC**

This course covers the destructive testing methods used in the evaluation of welds. Emphasis is placed on the guided bent test, tensile test and nick break test of plate and pipe in all positions. (0/6)

# *Continuing Education*



# CONTINUING EDUCATION AND LIFELONG LEARNING

Continuing education programs at Piedmont Technical College serve the needs of the residents of the college's seven-county service area as well as those of government, business and industry. We offer a wide variety of programs that supplement or complement formal academic courses and degree programs, including short courses, workshops, seminars and conferences to upgrade your skills, enhance your professional development or further your personal interests.

With a variety of scheduling options, our affordable day and night classes can easily fit into your personal schedule. Both day and evening classes are available on the Lex Walters Campus-Greenwood and at our six county centers. Convenient scheduling and locations make it easier for you to stay one step ahead of the rapid changes occurring in today's workplace. Some examples include:

## Business/Management Programs

- Office Skills
- Small Business Training and Assistance
- Real Estate, Banking and Accounting
- Management/Support Staff Seminars
- Customized Training for Business and Industry
- S. C. Department of Insurance Continuing Education

## Health/Public Service Programs

- Emergency Medical Technician, Paramedic
- Nursing Assistant, Ward Secretary
- First Responder, CPR/First Aid
- Allied Health Upgrading, Instructor and Refresher Training

## Computer Programs

- Microcomputers, Basic and Advanced
- Computer Languages, Graphics
- Word Processing, Spreadsheets and Databases
- Customized Training for Business and Industry
- Internet, Web pages, E-commerce
- MCSE (Microsoft Certified Systems Engineer)

## Technical/Industrial Programs

- Programmable Controllers
- Electricity and Electronics
- Statistical Process Control
- CAD Systems
- Electrical and Mechanical Maintenance
- Apprenticeships
- Skills Assessment, including Work Keys

## Community Education Programs

- General and Personal Interest
- Workshops, Seminars and Teleconferences
- Licensing Reviews, Maintenance and Repair
- Summer Courses for Youth
- Teacher Recertification Courses
- GED Preparation
- Driver Education; Truck Driver Training
- OSHA programs

## Communications

- Zig Ziglar's Inspire Any Audience
- Effective Communications

## Customer Service

- Kaset's Success through Service
- Keeping the Skills Alive

## Employee Development

- 360 Feedback Programs
- Coaching One on One
- OJT (On The Job Training)
- Work Skills: Steps for Your Success
- Change Management

## Human Resources

- Performance Management Systems
- Senior Professional Human Resource Certification
- Supervisory Assessment

## Interpersonal Skills

- Wilson Learning Social Styles Series
- Conflict Resolution
- Stress Management
- Time Management
- Zig Ziglar's Strategies for Success

## Instructor Certification

- Achieveglobal
- Facilitation Skills for Trainers
- Total Quality Transformation
- Kaset's Success through Service

## Management Training

- Achieveglobal (formerly Zenger Miller)
- AMA (American Management Association) Certificate
- APICS
- Balanced Scorecard
- Emotional Intelligence
- Enlightened Leadership
- Management and the Law
- Service Profit Link

#### Organizational Development

- Conducting a Cultural Audit
- Cultural Diversity
- Needs Assessment
- Strategic Planning

#### Productivity Improvement

- Advanced Design and Analysis of Statistical Experiments
- Basic Design and Analysis of Statistical Experiments
- CPIM Certification Review Course
- Number Skills
- Proofamatics
- Statistical Process Control
- Set-Up Reduction Team Training (SMED)
- Theory of Constraints
- Time Management

#### Quality Management

- Certified Quality Engineer Refresher Course
- Foundations in Quality for Leaders
- Internal Auditor
- ISO 9000 Training
- Lead Auditor
- QS 9000 Training
- QUEST: Quality Enhancement through Skills Training
- Theory of Constraints
- Total Quality Transformation (TQT)

#### Sales

- Zig Ziglar's Sell by Design, Not by Chance

#### Supervisory Development

- FrontLine Leadership
- Leadership 2000
- Hiring Smart
- Preventing Sexual Harassment in the Workplace
- Situational Leadership
- Supervisory Certificate
- Violence in the Workplace

#### Team Building

- Building More Effective Teams through Role Negotiation
- Competitive Solution's Foundations for Teams
- "In Search of the Lost Dutchman"
- Team Effectiveness
- Team Leadership
- The Team Challenge: An Outdoor Experience

## CONTINUING EDUCATION UNIT (CEU)

Piedmont Technical College has adopted the use of Continuing Education Units as a means of recording and accounting for noncredit courses, programs and activities. One CEU is defined as "ten contact hours of participation in an organized continuing education, adult or extension experience under responsible sponsorship, capable direction and qualified instruction." A permanent record of CEU's earned by each student with fractions of hours to two decimals will be maintained. Thus, a student satisfactorily completing a course with 17 classroom hours would receive 1.70 CEU's. A transcript of CEU's earned can be obtained upon request from the registrar. In addition, certificates of course completion are available on request from the Continuing Education Office.

## CUSTOMIZED TRAINING

The Division of Continuing Education and Lifelong Learning offers a comprehensive range of training and organizational services to address the rapidly changing demands in the workplace and community. Offered on your site or on the Lex Walters Campus-Greenwood, in any of six county centers or in a retreat setting, our team of dedicated and talented professionals will custom design and develop training solutions to facilitate continuous improvement within your organization.

## SOUTH CAROLINA RESOURCE CENTER FOR TOTAL QUALITY EDUCATION

Named the South Carolina Resource Center for Total Quality Education in 1991, Piedmont Technical College serves as a coordinating source with the state's other 15 technical colleges to identify, develop and deliver high quality programs for businesses and industries in their areas. The center also serves as a focal point for total quality networking within the state and provides assistance, guidance and expertise to the State Chamber of Commerce in its effort to promote total quality.



## THE CENTER FOR COMPUTER EXCELLENCE

The center provides training for today's dynamic computer environment. Courses are available for first time users, Internet entrepreneurs and IT professionals. CCE offers traditional classroom training at the Lex Walters Campus-Greenwood and at each of our county centers. A fully-equipped mobile classroom is available for customized, on-site delivery of most programs. Courses include:

### Introductory Series

Internet Basics, Windows 98, Word 2000, How to Buy a PC, plus others

### MOUS Series

Preparatory classes for MOUS certification in all Office 2000 components

### Internet Commerce Series

E-Commerce, Site design, FrontPage 2000, HTML Programming, Shopping Cart development, Webmaster

### Technical Training

Generic hardware, software and networking troubleshooting training; Microsoft, Cisco and Novell-specific products

Students may also take advantage of numerous Web-based course offerings for maximum flexibility. Visit and bookmark [www.ptc.edu/coned/cce](http://www.ptc.edu/coned/cce) for a complete list of courses.

Experienced instructors train our students to prepare for various national certification exams, such as Cisco Certified Network Associate (CCNA), Microsoft Certified Systems Engineer (MCSE), A+ Certified Professional, Network +, Certified NetWare Engineer (CNE) and Microsoft Office User Specialist (MOUS). Graduates of these and other certification programs can now take the national exam at our authorized Prometric Testing Center.

In addition to traditional classroom programs, the Center operates the **Cisco Regional Networking Academy** and a Cisco Local Networking Academy. The academy trains instructors and students in designing, building and maintaining computer networks. It also operates collaborative, dual-credit programs with various participating regional high schools.

The Center also administers an **Authorized Prometric Testing Center** (APTC). Sylvan Prometric is the world leader in computer-based assessment services. Graduates of our programs, as well as those seeking certification in various other disciplines, can now take the state or national test in Greenwood. An

Authorized Prometric Testing Center on campus offers more value-added services to our students, provides instant test feedback and results for candidates and enhances the college's image as a leader in the IT revolution.

## THE CENTER FOR PERFORMANCE EXCELLENCE AT PIEDMONT TECHNICAL COLLEGE

The Center for Performance Excellence, a unit of the Continuing Education and Lifelong Learning Division, provides training and organizational development services to facilitate continuous improvement. It serves a broad spectrum of businesses including service, manufacturing, education, health care and government sectors, ranging from small to large organizations.

The center works extensively with area businesses and industries to implement a broad range of long-term training plans including quality management practices, team-based organization structures and quality system certifications.

Services include strategic planning, needs assessment, design and development of custom training programs, classroom delivery, evaluation and feedback, team facilitation, coaching, outdoor team building, conference facilities, video consortium and teleconferencing.

A highly experienced staff brings actual on-the-job experience, competencies and skills from every business sector to the classroom, enabling them to facilitate the transfer of learning to the workplace.

## ONE-STOP WORKFORCE CENTER AND THE WIA PROGRAM

The One-Stop Workforce Center (Room 137-A) offers free services to students and other residents of the community seeking work. Individuals can check the job listings, type and fax resumes, access the Internet, and explore the career library in a self-service environment. Studying for the GED online, upgrading basic skills, or practicing typing are other services offered. Services available at no cost.

People who are unemployed or under-employed may register at the One-Stop for the WIA (Workforce Investment Act) Program for additional services. Each WIA participant and his or her career counselor develop an employment plan. WIA career counselors assist participants in completing the activities of their employment plan. Participants will utilize workshops,

support groups and classes to learn how to conduct a successful job search.

Registered WIA participants who are in need of training may apply for WIA scholarships. The WIA job developer also works with local industry to develop on-the-job-training opportunities for WIA participants.

The One-Stop Workforce Center at Piedmont Technical College is a satellite office of the Employment Security Commission Workforce Center in Greenwood, S.C.

## **THE CENTER FOR INDUSTRIAL TECHNOLOGY**

The Center for Industrial Technology offers a wide range of customized services for industry throughout the college's seven-county service area. Industrial skill assessment programs for hiring, promotion or development as well as innovative consortia with local companies differentiate the center from other traditional industrial training providers. Groups of local companies share expenses to offer a multitude of classes, labs and resource materials with both an Industrial Basic Skills Consortium and an Industrial Maintenance Consortium. Employee development classes associated with these consortia are also offered to improve general and specific skill performance. GED programs are continuously offered online and in standard classroom format for both consortia members and the general public.

The center also assists with the facilitation of the South Carolina Enterprise Retraining Act of 1995. This economic development incentive program enables manufacturing clients to receive up to a 50 percent reimbursement of training costs for selected production, maintenance and first-line supervisor training.

A commitment to meeting the needs of the customers is evident in all the center's programs. Curriculum programs are customized and taught at industrial sites to meet both short- and long-term needs. Cost-effective maintenance programs range from traditional classes at the college or client's facility to Internet programs available 24 hours a day, seven days a week. Certified job profiles are also available through the center's WorkKeys Service Center. Recent major industrial program initiatives include mechanical/electrical maintenance, tool and die machining, railroad electrical signal training, apprentice partnerships and hiring/promotion systems.

## **ADULT EDUCATION**

### **GED Preparation**

The Adult Education Office in Continuing Education offers a full-service program for non-high school graduates who want to improve their job opportunities and enhance their personal lives. This program includes basic education, GED preparation and completion and career planning assistance. Successful completion of these programs often leads to further academic preparation in vocational or technical programs of study. Online classes are also available.

### **Industrial Basic Skills Training**

The Adult Education Office also helps local employers to plan and implement basic skills programs in the workplace. The staff provides a comprehensive assessment menu for employers and develops customized programs of instruction that offer a wide range of classes, operations, review and evaluation services and Job Task Analyses. The staff also helps employers to set goals and objectives for employee participation in the programs.

## **THE CENTER FOR COMMUNITY EDUCATION**

The Center for Community Education offers residents of our communities a wide range of flexible, affordable educational services. The center's staff is dedicated to providing lifelong learning opportunities that enrich the lives of community members in the areas of occupational training, professional development and licensing, health and safety, small business management and personal enrichment.

Meeting industry and business needs is an important part of the center's activities. Ongoing programs for business and industry are available to meet OSHA health and safety requirements, while others satisfy South Carolina's insurance continuing education requirements. Other programs include workshops for child care providers and classes/workshops for Human Resource professionals.

Also included are courses that allow participants to explore new hobbies and interests. New courses are added based on community response and trends. Several of the more popular programs offered for the general public are Driver Education, Defensive Driving, Conversational Spanish, Nursing Assistant/ Ward Secretary and Real Estate.

## CONFERENCE FACILITIES

Piedmont Technical College's Division of Continuing Education and Lifelong Learning offers full conference facilities and support for business and industry groups. Our fully-equipped and attractive facilities provide a comfortable setting and a full range of training and support services to meet your specific needs, including customized workshops and seminars. When planning your next meeting or conference, consider the following:

- State-of-the-art training rooms, with seating capacities from 25 to 300, arranged to meet your requirements;
- 175-seat, theater-style auditorium;
- Audio-visual aids, including video tape recorders, large and small screen monitors, overhead projectors, slide projectors, wireless microphones, closed circuit television and video cameras; multimedia computer and LCD projector; FAX; Internet access.
- Ample parking with handicapped access;
- Catering services (light refreshments, lunches and dinners);
- Assistance in program format and development.

Our experienced Conference Center staff will be pleased to work with you to provide for your special needs and to ensure that your conference or meeting runs smoothly and on schedule.

In addition to the Conference Center facilities on the Lex Walters Campus-Greenwood, Piedmont's six county centers provide additional space for industry to use for educational programs. Space and support varies by location as the college expands and consolidates its presence at each of the six county centers. Call our Conference Center staff at (864) 941-8408 for complete details.





# *Administration, Faculty & Staff*





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Greenwood County

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Newberry County

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Charles R. Williams

# ***Administration***

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**President**

B.S., Clemson University  
M.S., Clemson University  
Ph.D., Clemson University

**Thomas V. Mecca**

**Executive Vice President and Chief Educational Officer**

B.S., SUNY at Potsdam  
M.S., SUNY at Oswego  
Ed.D., University of South Carolina

**Teresa E. Smith**

**Vice President for Administration**

B.S., Lander College  
M.B.A., Winthrop College  
Ph.D., Clemson University

**Gerald R. Owens**

**Associate Vice President for Academic Programs**

B.A., Furman University  
M.A., Furman University

**Rebecca R. McIntosh**

**Associate Vice President for Student Development**

A.A., Rochester Community College  
B.A., Southwest Minnesota State College  
M.A., Ball State University

**Dan D. Koenig**

**Associate Vice President for Instructional Support and Technology**

B.S., Indiana University  
M.S., Purdue University  
Ed.D., Nova University

**William B. Harber**

**Associate Vice President for Continuing Education and Lifelong Learning**

B.B.A., University of Georgia  
M.P.A., Golden Gate University

**Lance Anderson**

**Instructor/Coordinator, Commercial Art**

A.A., University of Maryland  
B.A., College of Charleston  
M.Ed., The Citadel

**Joe Bowers**

**Instructor, Business/Management**

B.B.A., North Texas State University  
M.B.A., North Texas State University  
Ed.D., Clemson University

**Donna G. Brown**

**Instructor/Coordinator, Early Childhood Development**

B.A., Converse College  
M.Ed., Clemson University

**Beverly Burton**

**Department Head, Human Services**

B.S., Lander College  
M.S.W., University of South Carolina

**William C. Cheek**

**Instructor, Computer Technology**

B.S., Presbyterian College

**George Christia**

**Instructor, Human Services**

A.S., Piedmont Technical College  
B.S., Lander University  
M.A., Webster University

**Bessie S. Copeland**

**Instructor, Office Systems Technology**

B.S., Limestone College  
M.Ed., University of South Carolina

**Judy Daulton**

**Instructor, General Business**

B.S., Jacksonville State University  
M.S.B.E., University of North Carolina, Greensboro

**Steven L. Daulton**

**Instructor, Business**

B.S., Gilford College  
M.B.A., Wake Forest University

**James L. Edwards**

**Instructor/Coordinator, Criminal Justice**

B.S., University of South Carolina  
J.D., University of South Carolina

**Virginia Hagood**

**Instructor, Computer Technology**

B.S., Furman University  
M.Ed., Clemson University

**Mollie Jones**

**Instructor, Commercial Art/Art History**

B.A., University of Southern Mississippi  
M.Ed., University of Southern Mississippi

## **Faculty (Full-Time)**

### ***Division of Business and Public Service***

**Susan G. Timmons, Dean**

B.S., Winthrop College  
M.Ed., University of South Carolina

**Tracy McCurry**  
**Instructor, Business**  
B.S., Lander University  
M.S., Clemson University

**Daniel Morvey**  
**Instructor, Economics**  
B.S., University of Ghana  
M.S., Clemson University  
Ph.D., Clemson University

**Arthur Murray, Jr.**  
**Instructor, Computer Technology**  
B.S., Troy State College  
B.S., The Citadel  
M.B.S., University of Arkansas

**Lesley C. Price**  
**Instructor, Computer Technology**  
B.S., Lander University

**Jane Shealey**  
**Instructor, Human Services**  
B.S., University of South Carolina  
M.S.W., University of South Carolina  
M.Ed., University of South Carolina

**Annie Singh**  
**Instructor, General Business**  
B.S., Lander College  
M.B.A., University of Georgia

**Jane U. Stone**  
**Department Head, Office Systems Technology**  
B.S., Erskine College  
M.A., Clemson University

**Robert E. Templeton**  
**Department Head, Business**  
B.S.I.M., Clemson University  
M.Ed., Clemson University

**Gloria Walker Vessels**  
**Instructor/Coordinator, Funeral Services**  
A.A., University of the District of Columbia  
B.S., Tennessee State University

**John A. Witt**  
**Department Head, Computer Technology**  
B.B.A., University of Wisconsin

**Robert J. Young**  
**Instructor, Public Service**  
B.A., Catawba College  
M.A., Appalachian State University

## ***Division of Engineering/ Industrial Technologies***

**Gordon C. Campbell, P.E.**  
**Dean, Engineering/Industrial Technologies**  
B.S.M.E., University of South Carolina  
M.B.A., University of South Carolina

**Marion C. Bledsoe**  
**Instructor/Coordinator, Horticulture-Landscape  
Management**  
B.L.A., University of Georgia  
B.S., Clemson University

**Kevin Boiter**  
**Department Head, Electromechanical Technology**  
A.S., Piedmont Technical College  
B.A., Lander College

**Buck F. Brown, Sr.**  
**Instructor/Coordinator, Electronic Engineering Technology**  
S.B., Massachusetts Institute of Technology  
M.S., Oklahoma State University  
Ph.D., Oklahoma State University

**Charles K. Dixon**  
**Instructor, Industrial Electronics Technology**  
A.S., Piedmont Technical College  
B.S., South Carolina State University  
M.Ed., Clemson University

**James T. Fleming**  
**Instructor/Coordinator, Welding**  
Diploma, Piedmont Technical College  
A.A., Midlands Technical College

**Jim Grizzle**  
**Instructor/Coordinator, Automotive Technology**  
A.S., Spartanburg Technical College  
A.S., Spartanburg Technical College (Ford Asset)

**David Kibler**  
**Instructor/Coordinator, Heating, Ventilation and Air  
Conditioning Technology**  
A.S., Piedmont Technical College

**Sung H. Kim**  
**Instructor/Coordinator, Mechanical Engineering Technology**  
B.S., Pusan National University  
M.S.I.E., Han-Yang University  
M.S.M.E., University of Tulsa  
Ph.D., University of South Carolina

**Christina Knight**  
**Instructor, Engineering Graphics Technology**  
A.S., Piedmont Technical College  
B.S., South Carolina State University

**Robert Koster**  
**Department Head, Metal Trades**  
A.S., Greenville Technical College

**Larry McCombs**

**Instructor, Welding**

Diploma, Piedmont Technical College

A.S., Piedmont Technical College

**Johnny Merck**

**Instructor, Machine Tool Technology**

A.S., Piedmont Technical College

**Farhad K. Mohajer**

**Instructor, Electronic Engineering Technology**

B.S., University of South Carolina

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**Isaac Milton**  
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# WHERE TO FIND IT

## **\*Main College Number**

941-8324 (TECH) or toll free 1-800-868-5528

## **\*Academic Advantage - 941-8385**

Room 101-A, John S. Coleman Administration Building

## **\*Admissions - 941-8369**

Room 149-A, John S. Coleman Administration Building

## **\*Adult Education/GED - 941-8400**

Paul M. DeLoache Continuing Education Building

## **\*Business Office - 941-8321**

Room 151-A, John S. Coleman Administration Building

## **\*Business Programs**

### **Health Science and Public Service Programs - 941-8504**

Room 104-H, Jennings G. McAbee Health Science Building

## **\*Campus Shop - 941-8683**

Room 106-F, Francis B. Nicholson General Education Building

## **\*Canteen - 941-8547**

Lower Level, Bennett G. Campbell Student Center

## **\*College Communications - 941-8541**

Room 216-A, John S. Coleman Administration Building

## **\*Continuing Education - 941-8400**

Paul M. DeLoache Continuing Education Building

## **County Centers**

### **Abbeville County Center - (864) 446-8324**

Highway 28 Bypass, Abbeville, SC 29620

### **Edgefield County Center - (803) 637-5388**

506 Main Street, Edgefield, SC 29824

### **Laurens County Higher Education Center - (864) 833-1925**

663 Medical Ridge Road, Clinton, SC 29325

### **McCormick County Center - (864) 465-3191**

406 East Augusta Street, McCormick, SC 29835

### **Newberry County Center - (803) 276-9000**

540 Wilson Road, Newberry, SC 29108

### **Saluda County Center - (864) 445-3144**

702 Batesburg Highway, Saluda, SC 29138

## **\*Developmental Studies - 941-8433**

Lower Level, Marion P. Carnell Library/Learning Resources Center

## **\*Educational Talent Search - 941-8383**

Room 114-F, Francis B. Nicholson General Education Building

## **\*Employment Services - 941-8377**

Room 115-A, John S. Coleman Administration Building

## **\*Engineering/Industrial Technology Programs - 941-8486**

Room 102-E, John W. Drummond Engineering and Industrial Technologies Center

## **\*Enrollment Center - 941-8369**

Room 149-A, John S. Coleman Administration Building

## **\*Financial Aid Office - 941-8367**

Room 156-A, John S. Coleman Administration Building

## **\*General Education/Transitional Studies Division - 941-8447**

Room 138-K, Marion P. Carnell Library/Learning Resources Center

## **\*Library - 941-8441**

Upper Level, Marion P. Carnell Library/Learning Resources Center

## **\*Lottery Hotline (Financial Aid Office) - 941-8582**

Room 158-A, John S. Coleman Administration Building

## **\*One Stop/WIA - 941-8395**

Room 137-A, John S. Coleman Administration Building

## **\*Personnel/Human Resources Office - 941-8327**

Room 231-A, John S. Coleman Administration Building

## **\*Public Safety - 941-8563**

Room 109-F, Francis B. Nicholson General Education Building

## **\*Single Parent/Women's Programs - 941-8380**

Room 110-A, John S. Coleman Administration Building

## **\*Student Records - 941-8363**

Room 139-A, John S. Coleman Administration Building

## **\*Student Success Center - 941-8614**

Room 101-A, John S. Coleman Administration Building

## **\*Students with Disabilities Office - 941-8397**

Room 106-A, John S. Coleman Administration Building

## **\*Tutoring Center - 941-8435**

Room 105-G, P. Henderson Barnette Business Technologies Building

## **\*Upward Bound - 941-8608**

Room 114-F, Francis B. Nicholson General Education Building

## **\*Veterans Affairs - 941-8368**

Room 156-A, John S. Coleman Administration Building

## **Coin-operated Copy Machine**

Marion P. Carnell Library/Learning Resources Center

## **Courtesy Telephones**

John S. Coleman Administration Building

James C. Self Conference Center

Paul M. DeLoache Continuing Education Building

P. Henderson Barnette Business Technologies Building

Leland C. Stoddard Multi-Purpose Building

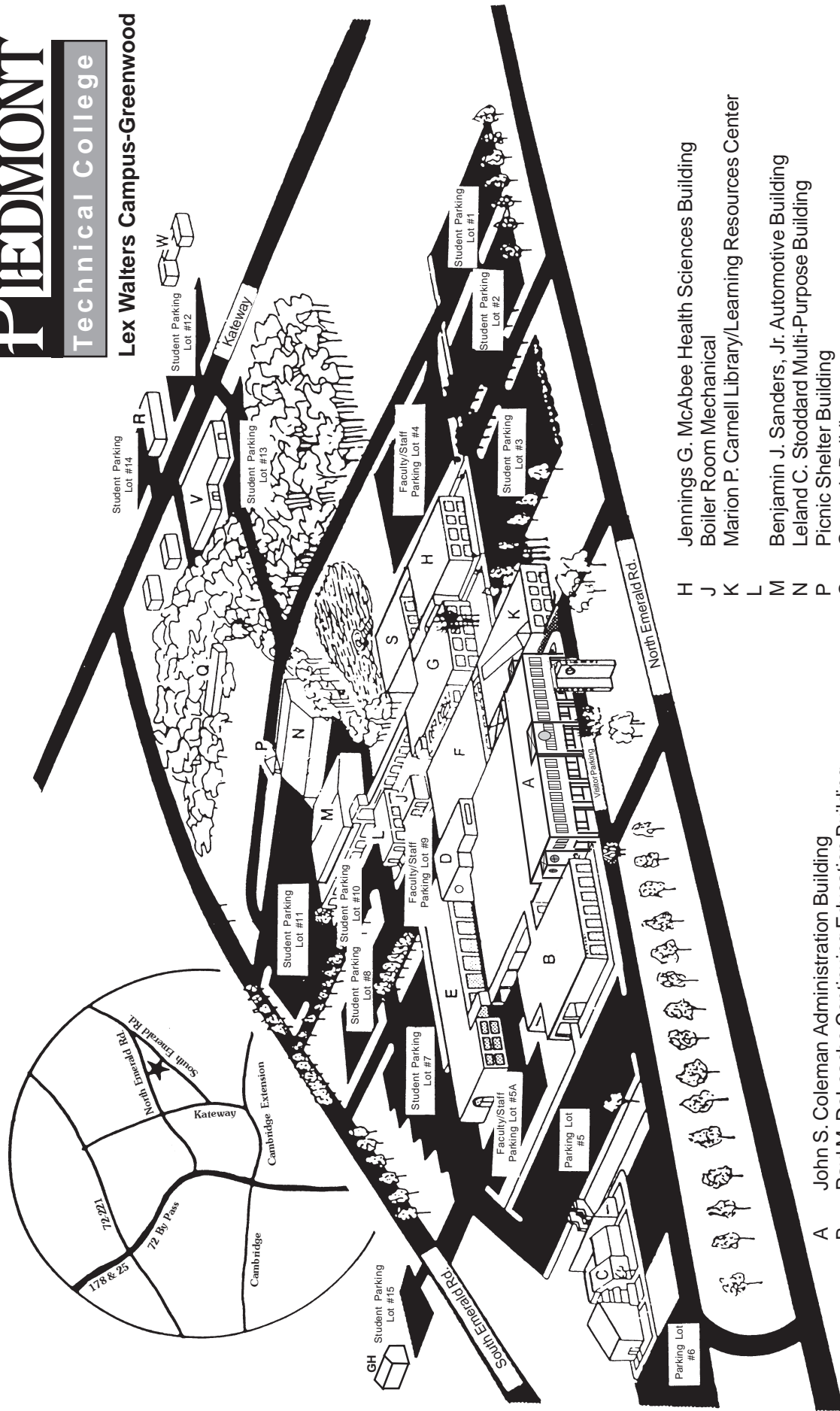
John W. Drummond Engineering and Industrial Technologies Center

Marion P. Carnell Library/Learning Resources Center

**\*Lex Walters Campus-Greenwood (all numbers are area code 864)**

# P I E D M O N T T e c h n i c a l C o l e g e

Lex Walters Campus-Greenwood



- A

B

C

D

E

F

G

GH
- John S. Coleman Administration Building

Paul M. DeLoache Continuing Education Building

James C. Self Conference Center

Bennett G. Campbell Student Center

John W. Drummond Engineering and Industrial Technologies Center

Francis B. Nicholson General Education Building

P. Henderson Barnette Business Technologies Building

Horticulture Complex

- H

J

K

L

M

N

P

Q

R

S

V

W

X

Y

QQ
- Jennings G. McAbee Health Sciences Building

Boiler Room Mechanical

Marion P. Carnell Library/Learning Resources Center

Benjamin J. Sanders, Jr. Automotive Building

Leland C. Stoddard Multi-Purpose Building

Picnic Shelter Building

Grounds Building

Robert A. Liner Construction Technology Building

Dorris S. Hall Nursing/Science Building

Henry Blohm Community Education Center

Literacy Facilities

Warehouse

Storage

Storage